

## **OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF PENNSYLVANIA**

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### **POSITION ANNOUNCEMENT**

### **ASSISTANT INVESTIGATOR / INVESTIGATOR HARRISBURG or SCRANTON, PENNSYLVANIA**

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The Office of the Federal Public Defender for the Middle District of Pennsylvania is hiring an Assistant Investigator or Investigator, depending on experience and qualifications. We are a mission-driven office that represents people facing serious federal charges, including firearms and drug offenses, fraud, and child exploitation crimes. Applicants should be prepared to work on high-stakes, complex, and emotionally difficult cases, and to approach that work with professionalism, discretion, and respect for client dignity.

We're looking for an investigator who is thorough, curious, and detail-oriented, and who approaches investigative work with rigor, creativity, discretion, and sound judgment.

This is a full-time position that may be based in either Harrisburg or Scranton. But please understand that the Middle District of Pennsylvania spans a large geographic area, and the selected candidate will support attorneys in Harrisburg, Scranton, and Williamsport. Because clients, witnesses, and cases are spread across the district and occasionally beyond it, regular and sometimes significant travel is required.

### **QUALIFICATIONS**

Depending on the level of hire, responsibilities may include reviewing and analyzing large volumes of discovery; conducting records checks and gathering documents relevant to guilt, mitigation, and sentencing; assisting attorneys and paralegals with discovery processing and investigative follow-up; locating, interviewing, and evaluating witnesses; assisting with field investigation and evidence collection; preparing written investigative summaries and reports; supporting attorneys in court; and using litigation support tools for document management, electronic discovery, and trial preparation.

Candidates should have a bachelor's degree from an accredited institution and experience with records review or investigative support. Prior experience in criminal investigation, fact development, or legal casework—including use of investigative tools and technology—is strongly preferred. Multilingual abilities are a plus.

Our office is committed to building a workplace grounded in mutual respect, collaboration, and humility. We believe the work of public defense is stronger when it reflects a wide range of backgrounds, experiences, and perspectives. Above all, we are interested in applicants' integrity, persistence, judgment, and commitment to treating every client and colleague with dignity and care.

## **SALARY AND BENEFITS**

This is a full time-position. Starting grade and salary depend on the position level and the applicant's experience and education. Salaries are comparable to similar federal positions. Benefits include generous insurance coverage, dependent and long-term insurance programs, flexible spending accounts, commuter benefits program, earned paid time off, mandatory participation in the Federal Employees Retirement System, optional participation in the Third Savings Plan retirement account with up to 5% agency matching contributions, and an Employee Assistant Program. This position is subject to mandatory electronic transfer of pay (direct deposit).

After a six-month immersive onboarding period, limited telework may be available in accordance with office policy. Telework is not an entitlement and, especially in the Trial Unit, is always subordinate to client needs, court coverage, and team responsibilities.

Employment is contingent upon the successful completion of an FBI fingerprint and background check.

## **HOW TO APPLY**

We strive to make the hiring process transparent. Here's what you can expect:

- 1. Application Submission:** Interested applicants should submit a single pdf document that includes a cover letter, resume, and a list of references to Lorianne Link, Personnel Administrator, at [lorianne\\_link@fd.org](mailto:lorianne_link@fd.org).
- 2. Application Review:** Applications are being reviewed **beginning January 30th**, and the position will remain open until filled. You may assume the position remains available while this listing is active.
- 3. Initial Interviews:** Selected candidates will be invited for an in-person interview.
- 4. Assessments/Reference Checks:** We will reach out to references and assess interviewed candidates. Though we do not anticipate a second round of interviews, we reserve the right to request a more in-depth interview if desired.

**The Office of the Federal Public Defender for the  
Middle District of Pennsylvania is an Equal Opportunity Employer.**