

Position Announcement 26-09
INVESTIGATOR OR ASSISTANT INVESTIGATOR
Office of the Federal Public Defender
Western District of Texas (El Paso)

THE FEDERAL PUBLIC DEFENDER, Western District of Texas, is accepting applications for the position of investigator or assistant investigator to be stationed in El Paso, Texas. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements for either position: Applicants are required to be fluent in both English and Spanish. Applicants must possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes (mileage is reimbursable). Significant travel is required, including night and weekend work. Applicants must have a strong commitment to providing first-rate representational support to indigent people in proceedings under federal criminal law. The successful applicant will have the skills and ability to execute the duties of the position. Employment is subject to a satisfactory background investigation including but not limited to an FBI fingerprint and name check.

Requirements for Investigator: To qualify for the position of Investigator, candidates must be a high school graduate or the equivalent and must have three years of general experience and three years of specialized experience as an investigator. Education above the high school level in accredited institutions may be substituted for general experience or specialized experience.

Candidates must also possess:

- comprehensive knowledge of investigative principles, practices, methods, and techniques to assist in a team approach for planning and developing litigation strategies in criminal cases.
- excellent oral and written communication and interpersonal skills.
- a high level of organizational skills to gather, maintain, and manage documents and information for assigned cases.
- experience working with electronic discovery.
- ability to obtain and verify documents and evidence, interview clients and witnesses, report findings, and assist attorneys in preparing for trial and sentencing.
- experience with investigations involving sentencing mitigation.

To qualify for the position of assistant investigator, candidates must be a high school graduate or the equivalent and have at least three years of investigator or comparable experience, and two years of specialized experience or an educational substitute.

Candidates must also possess:

- a working knowledge of investigative principles, practices, methods and techniques.
- ability to assist with the maintenance of relevant case records.
- excellent oral and written communication and interpersonal skills.
- experience utilizing software for word processing, databases and graphics and assisting the investigative staff in developing demonstrative evidence at trial.

Duties. The investigator or assistant investigator plays an integral role in the development and work-up of a client's case. Related duties include forming trusting relationships with clients, locating and interviewing witnesses, preparing and serving subpoenas, photographing/videotaping crime scenes and evidence, locating and retrieving documents and other tangible evidence, talking to clients' family

members, working with experts, and addressing medical issues. The investigator or assistant investigator will use computer software for word-processing and accessing databases and graphics to assist attorneys in developing evidence for use in litigation. The investigator or assistant investigator is expected to keep current on new developments in litigation support technology, recommend additions and modifications to current tools, and testify in court as required. The full position qualifications statement and position description is available in this office.

Selection Criteria. The successful candidate will have a working knowledge of law office operations, legal practices, methods and techniques, and an understanding of criminal law, procedure, and evidence. Prior federal court litigation experience is preferred. Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

Salary and Benefits. The starting salary of an investigator will be commensurate with the experience and qualifications of the applicant, within a range from JSP-11, Step 1, to JSP-14, Step 1, and currently yielding \$74,678 to \$125,776 per annum. The starting salary of an assistant investigator will be commensurate with the experience and qualifications of the applicant, at JSP-9, Step 1, currently yielding \$61,722 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. This position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by sending a letter of interest (mentioning announcement 26-09), a résumé, references, and representative writing sample. Experience should be described in detail. Send all required documents in a single PDF document named with applicant's "last name, first name-Announcement 26-09 EP Investigator/AI" by email to TXW_Employment@fd.org. Electronic submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request reasonable accommodation for any part of the application or interview process, contact personnel administrator Victoria B. Longoria at (210) 981-2081. More than one position may be filled from this announcement. Position announced February 6, 2026, subject to the availability of funds; open until filled.

Federal Public Defender is an equal-opportunity employer.