Office of the

FEDERAL PUBLIC DEFENDER

NORTHERN DISTRICT OF FLORIDA

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Federal Public Defender

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CAPITAL HABEAS UNIT
One-Year Assistant Investigator Position Announcement

The Federal Public Defender for the Northern District of Florida is seeking an **Assistant Investigator** for the Capital Habeas Unit for a one-year term. The CHU is located in Tallahassee, Florida. The CHU represents indigent, **death-sentenced prisoners** who are seeking post-conviction relief in federal court. The CHU provides legal representation in federal habeas corpus proceedings and related matters.

The Assistant Investigators will work exclusively on **death penalty cases**. This representation necessarily intersects with intellectual disability, mental health, and substance abuse issues, and the investigative assistants can expect some cross-disciplinary projects and experience.

The Assistant Investigator's responsibilities will include the following:

- Assist investigators and attorneys with factual development and case preparation.
- Help locate and gather background information on witnesses through records, social media, and other investigative tools.
- Request, organize, review, and summarize records and other case materials.
- Create timelines and witness charts.
- Attend case meetings and participate in case strategizing
- Attend prison visits and/or witness interviews outside of the office—subject to scheduling and supervisor approval.

These positions are *contingent on funding and other approval requirements*. Assistant Investigators are required to be in-person in the Tallahassee office. This position is open to all graduates as well as post-graduate students. Consideration will be given to students who have demonstrated an interest in public service, human rights and/or social justice issues. Final candidates will be subject to a background check as required under the policy now in effect for the Administrative Office of the United States Courts.

Application Process: To apply, applicants should email a resume, cover letter, and three references in .pdf format to FLN_Resumes@fd.org, and a copy to andrea_tinoco@fd.org. The email subject should be as follows: Assistant Investigator Application. The positions will remain open until filled, but early applications are strongly encouraged. Applications will be reviewed on a rolling basis.

Questions: If you have any questions, please feel free to email Andrea Tinoco, Investigator (Andrea_Tinoco@fd.org).

The Federal Public Defender for the Northern District of Florida is an equal opportunity employer.

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