

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT

Position: Assistant Investigator

Location: San Diego, CA

Application Deadline: February 27, 2026

Posted: February 3, 2026

Office Website: www.fdsdi.com

Salary Range: 5/1 \$46,533 to 9/10 \$91,664

Federal Defenders of San Diego, Inc. (FSDSI) is seeking a full-time Assistant Investigator to join our defense team. FSDSI is the Community Defender Organization for the Southern District of California, serving San Diego and Imperial Counties. We operate under the authority of 18 U.S.C. § 3006A(g)(2)(B) to provide federal criminal defense services by court appointment to individuals who are unable to afford counsel.

In this role, Assistant Investigators provide essential investigative and case support to staff attorneys and investigators, with primary responsibilities related to bond preparation, records retrieval, and coordination with internal staff, clients, and external agencies. The ideal candidate is organized, detail-oriented, and able to handle sensitive information with discretion while working collaboratively in a fast-paced legal environment. Strong communication skills and professionalism are critical to success in this role.

This full-time position is scheduled Monday through Friday, 9:00 AM to 6:00 PM.

Duties and Responsibilities:

Under the supervision of the Chief Investigator, the Assistant Investigator will:

- Provide investigative and case support services to staff attorneys and investigators.
- Assist with bond preparation, including meeting with clients and potential sureties in office and detention facility settings.
- Collect, copy, and maintain documentation required for bond packages and surety identification.
- Coordinate with attorneys, investigators, clients, and sureties regarding the status of bond packages.
- Submit completed bond packages to the United States Attorney's Office, courthouse, and Clerk's Office, as required.
- Conduct records retrieval by performing online searches and preparing records requests to courts and other institutions nationwide.
- Assist investigators with the review of case-related discovery, including communications, recordings, and other investigative materials.
- Track investigative and bond-related activities using established tracking tools or logs.
- Perform other duties as assigned.

Qualifications:

- A high school diploma or equivalent is required.
- General knowledge of office practices and administrative procedures.
- Strong verbal and written communication skills in English and Spanish.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and Adobe Acrobat.
- Strong telephone and interpersonal skills, with the ability to interact professionally with clients, staff, and external contacts.
- Demonstrated ability to complete tasks accurately and on time with minimal supervision.
- Ability to multitask, prioritize responsibilities, and work effectively in a fast-paced environment.
- Dependable, punctual, and able to maintain a consistent and reliable attendance record.

Preferred Qualifications:

- Experience in a legal or investigative setting, preferably in criminal defense.
- Familiarity with bond preparation and records retrieval processes.
- Experience reviewing case-related discovery or investigative materials.
- A bachelor's degree from an accredited college or university. Education above the high school level in an accredited institution may substitute for general experience.

Salary and Benefits:

Salary will be commensurate with experience. The starting salary range is: JSP 5/1 (\$46,533) to JSP 9/10 (\$91,664). The position does include employee benefits including health and life insurance as well as a 401k plan. Salary is payable only by Electronic Funds Transfer (direct deposit). This position is at will and is subject to the availability of funds. Employment is subject to a satisfactory background investigation. This position offers one day of telework per pay period. Full-time telework is not available.

Accessibility:

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact our Personnel Administrator at Kym_Bryant@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. In our hiring, we seek individuals who share this belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Sherry O’Sullivan, Chief Investigator

[hiring@fdsdi.com](mailto: hiring@fdsdi.com)

Subject: Assistant Investigator Position – San Diego

Hiring Timeline:

We value transparency in our hiring process and want applicants to know what to expect. Below are the key dates:

- **Application Deadline:** February 27, 2026 (priority consideration given to applications received by this date; applications will remain open until filled)
- **Interviews:** Conducted on a rolling basis
- **Anticipated Start Date:** On or around March 31, 2026 (tentative)