

Office of the
FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF FLORIDA

Joseph F. DeBelder
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 **Assistant Investigators** 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
- *Possibly* 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.

Salary is commensurate with experience, qualifications and education based on the current Judiciary Salary Plan. Position includes federal benefits, with health and life insurance, retirement, and the Thrift Savings Plan. Position is subject to approval of funding.

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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