

OFFICE OF THE FEDERAL PUBLIC DEFENDER

Western District of Virginia

POSITION ANNOUNCEMENT *INVESTIGATOR - Roanoke Office Announcement #26-004

The Federal Public Defender for the Western District of Virginia, an equal opportunity employer, is seeking a full-time investigator for Roanoke Office. The Federal Public Defender's Office is committed to the pursuit of justice by advocating for the constitutional rights and inherent dignity of the indigent accused in the Western District of Virginia. We have offices in Charlottesville, Roanoke and Abingdon. We value hard work, diversity, teamwork and creativity. This is an in-office position located in Roanoke.

The Position: Provide investigative and litigation support for cases pending in federal court. Investigate the facts of a case and a client's life. Locate and interview victims, witnesses, and law enforcement personnel. Prepare detailed and accurate memoranda of interviews, and photograph and/or sketch relevant locations such as crime scenes. Review, organize, and analyze documentation and other various forms of discovery, including electronic formats. Locate public and private records such as criminal records, medical records, records of court proceedings and social media. Assist attorneys at hearings or trials by evaluating testimony, coordinating witnesses and documents, assisting with digital presentations, and testifying if necessary. Serve subpoenas and notify defense witnesses of court appearances. Conduct investigations on the client's background for medical, psychological, criminal, and other records.

Ideal Candidate: The ideal candidate is someone who will serve as a critical part of our defense team, demonstrating initiative, creativity, self-motivation, tact, and discretion. They can communicate effectively orally and in writing. They can establish and maintain good working relationships with a wide range of agencies, and people from diverse backgrounds and circumstances. They effectively coordinate, plan and carry-out investigation strategies. They also assist attorneys with exhibits, witnesses, and other tasks. They must be familiar with legal processes, have strong computer skills and social media literacy, familiarity with Windows operating systems and be proficient with Microsoft Office applications and Adobe Acrobat.

Qualifications: To qualify a person must have the knowledge, skills and abilities to perform the essential functions of the job, be a high school graduate, have a minimum of three years overall experience and three years of specialized experience. A bachelor's degree in criminal justice, social science, or a related field can be counted toward the six-year experience requirement. Have a valid driver's license, meet the requirements of a government security clearance, be able to travel frequently, and to work outside of normal business hours when required, including occasionally on the weekends.

Salary is dependent on experience and qualifications, and ranges from JSP 11 to JSP 14 (\$74,678- \$125,776). This position is full-time with outstanding federal benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Appointment is subject to a satisfactory background investigation. Salary payable only by Electronic Funds Transfer. Position subject to availability of funds, and multiple positions may be hired from this announcement. **Priority will be given to applications received by April 15, 2026.**

Please send a cover letter, resume, and three references (in pdf format only) to: **Rhonda Bowman, Administrative Officer | email: Rhonda_Bowman@fd.org**