

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

DEFENDER ASSOCIATION OF PHILADELPHIA
FEDERAL COURT DIVISION

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**JOB ANNOUNCEMENT
TRIAL UNIT**

**INVESTIGATOR
(At Least One Position Available)
Open Date: April 20, 2026
Close Date: When Filled**

The Federal Community Defender Office for the Eastern District of Pennsylvania is seeking a full-time Investigator in its Trial Unit. The Federal Community Defender Office for the Eastern District of Pennsylvania (the FCDO) provides representation to persons accused of crimes against the United States who are unable to afford private counsel. The FCDO represents indigent persons charged with federal crimes in the Federal District Court for the Eastern District of Pennsylvania, which encompasses nine counties in southeastern Pennsylvania. Our federal district has courthouses in Philadelphia, Allentown, Reading, and Easton.

Our Office

Our office is located in Philadelphia's vibrant Center City district, in the historic Curtis Building. Philadelphia, one of America's most preeminent historical cities, is rich in culture, entertainment, and history. Here you will find landmark cobblestone streets, 68 national historical landmarks, approximately 100 museums and cultural institutions, over 4,000 murals, and a plethora of international fare and diverse cuisine.

The Position

The Investigator provides investigative and litigation support for criminal cases pending in federal court. Under the direction of assigned counsel, the Investigator pursues leads and defense theories and assists in developing case strategy.

Responsibilities include:

- Locating and interviewing witnesses and preparing detailed, accurate memoranda of interviews
- Photographing and/or sketching relevant locations, including crime scenes
- Reviewing, organizing, and analyzing discovery materials, including electronic data
- Locating and retrieving public and private records, including criminal, medical, court, and social media records

- Assisting attorneys at hearings and trials by preparing witnesses, coordinating exhibits and testimony, supporting digital presentations, and testifying when necessary
- Serving subpoenas and notifying witnesses of court appearances
- Conducting background investigations for sentencing purposes, including gathering medical, psychological, and other mitigation-related records
- Assisting in the preparation of sentencing presentations, including written and multimedia submissions

This position requires travel within and outside the Eastern District of Pennsylvania, including occasional overnight travel.

The Investigator may also assist with identifying and coordinating client access to treatment programs, housing resources, and vocational or educational services, and may help maintain resource lists and stay informed on relevant developments in areas such as substance use, mental health, and reentry.

Ideal Candidate

The ideal candidate is a self-starter who is dependable, organized, detail-oriented, and able to work both independently and as part of a multidisciplinary team. The position requires strong time management skills and the ability to work effectively under pressure and meet deadlines. Candidates must have:

- Familiarity with legal processes and social media platforms
- Strong computer skills, including proficiency in Adobe Acrobat, Microsoft Word, Outlook, and related software
- Experience managing electronic discovery (preferred)

Qualifications

The minimum requirements for this position are: (1) a bachelor's degree, preferably in Criminal Justice, Social Work, or a related discipline; (2) three or more years of responsible investigative or similar experience in the functional areas described in the "Position" section above; (3) a valid driver's license, vehicle, and insurance.

Preferred Qualifications

- Proficiency or fluency in Spanish or another language.
- Familiarity with tools such as Accurant, Excel, TrialDirector, LexisNexis, and CLEAR

Salary

The starting annual salary for this position falls within a range under the Grade and Step Salary Chart from JS Grade 11 Step 1 \$82,289 to JS Grade 14 Step 10 \$180,178. The salary of the successful applicant will be commensurate with the person's qualifications and years of experience.

How to Apply

Interested applicants should submit a cover letter, resume, one writing sample, and three references to [Federal Community Defender Office Careers](#). Applications will be reviewed on a rolling basis until the position is filled. Applications received by May 11, 2026, will be given priority

consideration. Please note that hiring is subject to the funding availability and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office for the Eastern District of Pennsylvania is an equal opportunity employer. We are dedicated to fostering a professional work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability, or any other protected status. All qualified applicants are encouraged to apply.