POSITION ANNOUNCEMENT 21-18
Temporary (Year and a day)
INVESTIGATOR
Office of the Federal Public Defender
Western District of Texas (San Antonio)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of investigator, to be stationed in San Antonio, Texas. This is a temporary position for one year and a day, with the possibility to convert to a permanent position with acceptable job performance. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements. To qualify for the position of Investigator, a person must be a high school graduate or the equivalent and must have at least three years of general experience in litigation support and three years specialized experience as an investigator performing progressively responsible investigative duties. Candidates must have:

- excellent oral and written communication and interpersonal skills;
- high level of organizational skills to gather, maintain, and manage documents and information for assigned cases;
- ability to obtain and verify documents and evidence, interview clients and witnesses, report findings, and assist attorneys in preparing for trial and sentencing;
- comprehensive knowledge of investigative principles, practices, methods, and techniques to assist in a team approach for planning and developing litigation strategy in criminal cases;
- experience with investigations involving sentencing mitigation.

The position requires that the applicant be fluent in both English and Spanish. Applicants must possess a valid driver’s license, insurance, and own/operate a personal vehicle for business purposes (mileage is reimbursable). Significant travel is required, including night and weekend work. Above all, applicants must have a strong commitment to providing first-rate representational support to indigent persons in proceedings under federal criminal law. Employment is subject to a satisfactory background investigation including, but not limited to an FBI fingerprint and name check.

Duties. The investigator plays an integral role in the development and work-up of a client’s case. Related duties include locating and interviewing witnesses, serving subpoenas, photographing/videotaping crime scenes and evidence, locating and retrieving documents and other tangible evidence, talking to clients and family members, and addressing medical issues. The investigator will use computer software for word processing and accessing databases and graphics to assist the attorney in developing demonstrative evidence for use in litigation. Investigator is expected to keep current on new developments in litigation support technology, recommend additions and modifications to current tools, and testify in court as required. The full position qualifications statement and position description is available in this office.

Salary and Benefits. The starting salary for the position falls within a range of $65,106 (JSP-11, Step 1) to $109,655 (JSP-14, Step 1). The salary will be commensurate with the person’s qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Candidates may apply by sending a letter of interest (must mention announcement number 21-18), résumé, and writing sample to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. César E. Chávez Boulevard, Suite B-207, San Antonio, Texas 78206-1278 or you may submit your application documents in a single PDF document by email to TXW_Employment@fd.org. The document should be named as follows: "Announcement number, position title, last name, first name" (e.g., 21-18 Investigator-Smith, John). Electronic submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Victoria B. Longoria, Personnel Administrator, at (210) 981-2081. More than one position may be filled from this announcement. Position announced July 20, 2021, subject to the availability of funds; open until filled.

The Office of the Federal Public Defender is an Equal Opportunity Employer.