

FEDERAL DEFENDER PROGRAM

United States District Court
for the Northern District of Illinois
55 E. Monroe Street, Suite 2800
Chicago, Illinois 60603

February, 2024

Investigator Position Announcement

The Federal Defender Program for the Northern District of Illinois is now accepting applications for the position of Investigator for our Chicago office. The position is full-time and the applicant must be able to start no later than June 1, 2024. The Federal Defender Program operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide legal defense services in federal criminal cases and related matters. The Federal Defender Program is a private, non-profit 501(c)(3) corporation. Employees are not federal government employees.

The Investigator, working in collaboration with attorneys, investigators, and other staff, performs essential tasks related to defending criminal cases. These tasks include: identifying and obtaining relevant records and data, locating and interviewing witnesses, reviewing discovery, serving subpoenas, photographing relevant locations, writing reports, and visiting prisons and detention centers. Applicants must have familiarity with social media platforms. The Investigator must also be willing and comfortable working in all communities throughout the Northern District of Illinois; it is essential that applicants have the social skills necessary to talk to a wide range of people, and to do so with courtesy and tact.

Qualified applicants must possess: a Bachelor's Degree; strong organizational skills; an ability to prepare concise and accurate written and oral reports; a valid driver's license; a good driving record; and excellent computer skills. Spanish fluency is strongly preferred. An understanding of criminal law is a bonus, however, for this position exceptional analytical skills and follow-through are highly valued, even if the applicant does not

have previous criminal experience. Most importantly, the applicant must have good judgment.

Salary is set by the federal Judicial Salary Plan and ranges from \$70,000 to \$130,000 annually based on experience. Good benefits apply. Appointment is subject to a satisfactory background investigation and availability of funds. The Federal Defender Program is an equal opportunity employer. Women and minorities are encouraged to apply.

The application deadline is March 27, 2024. Qualified applicants should submit a cover letter, resume, investigative report or other, similar writing sample (no more than five pages) written within the last two years, and three references. All materials should be submitted as a PDF file attached to an email with the subject heading "2021 Investigator [Applicant's Last Name]" to Isela Antunez:

isela_antunez@fd.org

Application materials should not be sent by U.S. Mail. No telephone inquiries, please.