

FEDERAL PUBLIC DEFENDER

DISTRICT OF NEW JERSEY

K. ANTHONY THOMAS, FEDERAL PUBLIC DEFENDER

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Position Announcement #2025-01

INVESTIGATOR – TRENTON, NEW JERSEY

Posted: June 20, 2025

Closes: Open until filled

The Office of the Federal Public Defender for the District of New Jersey (FPD) is accepting applications for an investigator position in our Trenton office. Pursuant to the Criminal Justice Act, 18 U.S.C. § 3006A, the office provides legal representation to indigent defendants in federal criminal cases and related matters.

Investigators work under the direction of the Federal Defender, Chief Investigator, and the case attorney, to uncover the facts to effectively advocate for our clients at all stages of their cases, including pretrial release, motions, trials, sentencing, and post-sentence proceedings. Depending on the needs of the case, investigators identify, investigate, and interview witnesses and experts; locate and obtain relevant records; work with the various court agencies including probation and pretrial services; assist with proffers, evidentiary hearings, trials and sentencings. Investigators should anticipate some work outside normal working hours and on weekends, as well as travel both within and outside of the District of New Jersey as needed for client meetings, witness interviews, record collection, and conferences.

PRIMARY JOB DUTIES:

- Locate witnesses, evidence, and records.
- Conduct interviews with clients, witnesses, experts, family members, and other individuals.
- Draft and serve subpoenas in accordance with office policy, laws, and professional ethics rules.
- Assist attorneys with the preparation of demonstrative evidence to be used at hearings/ trials.
- Consult with clients, family members, and other individuals in furtherance of representation of clients.
- Accompany attorneys to client meetings, take comprehensive notes and assist in defense strategy development.
- Photograph and document crime scenes and evidence.
- Prepare digests of records and develop additional leads of investigation or record sources.
- Analyze extensive electronic discovery and develop investigation plans using the identified facts.
- Assist with the development of mitigation evidence based on mental health, historical,

environmental and social factors.

- Write comprehensive memorandums summarizing work product.
- Write comprehensive investigation reports based on witness interviews and findings.
- Assist attorneys in court, including testifying at court proceedings and witness coordination.
- Advocate for clients who are facing difficulties while incarcerated, as well as clients who are on pretrial or post-conviction supervised release to provide support, crisis intervention, and case management assistance.
- Maintain awareness of policies within and engage in contact with BOP and other corrections facilities.
- Utilize aggregation software/tools (Accurint, PC Sams, etc.) and conduct internet-based searches as requested to thoroughly investigate all case leads.
- Conduct social media investigations to thoroughly investigate all case leads.

REQUIRED QUALIFICATIONS:

- An Associate's Degree or Bachelor's degree (preferred).
- Three or more years of progressively responsible investigative experience in the functional areas described in the Primary Job Duties section above.
- The necessary initiative, ingenuity, resourcefulness, maturity, and judgment needed to perform the Primary Job Duties to a high standard of excellence.
- Comprehensive knowledge of fact and mitigation investigation principles, methods, and techniques.
- Excellent verbal and written communication skills, knowledge of legal processes, and the ability to work in a team environment.
- Computer proficiency, including working knowledge of Word, Microsoft OneDrive, Adobe Acrobat, Excel, PowerPoint, Teams, Box.com, and investigative databases such as Accurint or TLO.
- A valid driver's license, reliable transportation, and applicable insurance.
- A demonstrated commitment to and comfort working with diverse communities and with clients from a range of backgrounds.
- Excellent communication skills and the ability to work in a team environment.
- Knowledge of data review platforms such as Everlaw, indexing software such as dTSearch, TrialDirector, or forensic review tools such as Cellebrite.
- Understand network and system requirements in evaluating potential software packages and litigation support tools.

PREFERRED QUALIFICATIONS:

- English-Spanish Bilingual language skills, or other language fluency.
- A background in criminal defense investigations.

Additional certifications, technical skills, or other relevant experience you have should be highlighted. All education, experience, training, and certifications will be verified. Travel to other branch offices will be required as needed.

The position will remain open until filled. Applicants must be United States citizens. If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search and IRS tax check. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

Salary and Benefits:

Salary will be commensurate with experience and qualifications. This position offers federal employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is "at-will" employment. This position is in the excepted service and does not carry the tenure rights of the competitive civil service.

How to Apply:

Email a cover letter, resume, and three professional references in one PDF document to:

NJFPDResume@fd.org

You must reference "Investigator" in the subject line. No phone calls, please. Only submissions following the required format will be considered. Only those selected for an interview will be contacted.

The Office of the Federal Public Defender follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Third Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion. All qualified applicants are encouraged to apply.