

Position Announcement
INVESTIGATOR
Office of the Federal Public Defender
Western District of North Carolina (Charlotte Office)

THE FEDERAL PUBLIC DEFENDER, Western District of North Carolina, is accepting applications for the position of investigator to be stationed in the Charlotte office. 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, applicants must be a high school graduate or equivalent and must have a minimum of six years of related investigative experience (three years of general and three years of specialized). Education above high school level in accredited institutions may be substituted for general experience. Experience working as a criminal defense investigator with a Public Defender office or equivalent organization is preferred. Applicants with experience working with attorneys in preparing cases for litigation, including, identifying, locating and interviewing witnesses are encouraged to apply. Applicants must be a U.S. citizen or eligible to work in the U.S. Appointment is subject to a satisfactory background investigation, including an FBI fingerprint check.

Duties. An Investigator must be able to perform many duties and responsibilities including: conduct interviews to corroborate facts; locate fact witnesses and experts; conduct open ended interviews with sources to develop other leads and information; gather records; locate, view and retrieve tangible evidence; photograph crime scenes and evidence; maintain filing and information reference systems; write comprehensive reports; possess knowledge of computer applications; and possess a working knowledge of the criminal justice system. Applicants must have a driver's license, car and appropriate motor vehicle insurance. Out of town travel may be required and employees must perform all other duties as assigned.

Selection Criteria. As this office is a paper-light working environment, strong office automation skills are desirable. Also, the ability and desire to work well with a wide variety legal staff with differing needs and experience, strong organization skills, ability to work independently and multi-task effectively.

Salary and Benefits. Starting salary will be commensurate with experience and qualifications of the applicant, within a range from Grade level 11, Step 1 to Grade level 14, Step 1. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include the same benefits as other federal government employees including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by forwarding a letter of interest (mentioning which office you are applying for) and résumé to: WDNCAapplication@fd.org. No phone calls, please.

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, please submit the request in writing to WDNCAapplication@fd.org.

More than one position may be filled by this posting.

Position announced August 31, 2018; open until filled. Applications received by October 5 will be given priority consideration.

Federal Public Defender is an equal-opportunity employer.