

# FEDERAL PUBLIC DEFENDER

## Western District of Tennessee

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### POSITION ANNOUNCEMENT 18-04

### CRIMINAL DEFENSE INVESTIGATORS (2)

The FEDERAL PUBLIC DEFENDER for the Western District of Tennessee is now accepting applications for one investigator to be stationed in *Memphis, Tennessee* and one investigator to be stationed in *Jackson, Tennessee*.

**Duties:** Assist attorneys representing indigent clients accused of crimes in federal court. Identify, locate, and interview witnesses; locate and gather records, reports, documents and other factual materials; confer with attorneys to identify and pursue potential legal and factual issues; and interview and maintain contact with clients and family members. Review and analyze discovery; serve subpoenas; have or develop a working knowledge of the Federal Sentencing Guidelines and other related duties as assigned.

**Skills Required:** Successful applicants must have the ability to establish and maintain good working relationships with individuals and agencies that interact with the office, as well as have the ability to communicate effectively, both orally and in writing. Must be able to conduct interviews, locate fact witnesses and experts. Must have the ability to prepare comprehensive, descriptive written reports. Applicants are expected to know how to screen, evaluate, and prepare evidence and exhibits for evidentiary hearings; understand legal terminology; have a working knowledge of the court system; use available resources for locating individuals and relevant information. Must possess strong computer, Internet, office automation skills. Applicants have the ability to perform legal research, prepare legal documents, analyze legal decisions and opinions, and the ability to read and comprehend federal criminal statutes will be strongly considered. Spanish language skills valued, but not required. Must be willing to work flexible hours and travel.

**Experience Requirements:** Both positions are entry level positions. Must be a high school graduate or equivalent. Education above the high school level may be substituted for some experience. Recent law school graduates are encouraged to apply.

**Salary and Benefits:** The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. All positions are at will and are subject to the availability of funds, and a one-year probationary period. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. The minimum start salary is \$60,210 and may be higher commensurate with experience and demonstrated ability.

Salary is payable only by Electronic Funds Transfer (direct deposit). Appointment is subject to a satisfactory fingerprint check. Applicant must be a citizen of the United States.

**How to Apply:** Qualified persons may apply by sending a letter of interest, resume, and three references no later than November 24, 2017 to the Office of the Federal Public Defender, Attn: Hiring Committee, 200 Jefferson Ave., Suite 200, Memphis, TN 38103.

*NO PHONE CALLS PLEASE.* Only applicants selected for an interview will be contacted.

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