

FEDERAL PUBLIC DEFENDER
Western District of Tennessee

Federal Defender
Doris Randle-Holt
First Assistant
Tyrone J. Paylor

Memphis Office
200 Jefferson, Suite 200
Memphis, TN 38103
Main (901) 544-3895
Fax (901) 544-4355

Jackson Office
109 S. Highland, Suite 105
Jackson, TN 38301
Main (731) 427-2556
Fax (731) 427-3052

POSITION ANNOUNCEMENT – INVESTIGATOR

The Office of the Federal Public Defender for the Western District of Tennessee is now accepting applications for an Investigator to be stationed in the Memphis office.

DESCRIPTION: An investigator must be able to 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.

An investigator must have the ability and willingness to accept responsibility, use initiative, ingenuity and resourcefulness. The successful applicant must possess 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. Knowledge of computer applications is required. Applicants having 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.

QUALIFICATIONS: This is a full-time entry level position with federal salary and benefits based on qualifications and experience. Applicants must have a high school degree or equivalent and the requisite experience. Qualified applicants must possess a minimum of six years (three years general plus three years specialized) investigative experience. Education above the high school level may be substituted for general experience. Recent law school graduates are encouraged to apply. Salary is payable only by Electronic Funds Transfer (direct deposit). Candidate will be subject to a background check as a condition of employment. Position subject to the availability of funds, and a one-year probationary period.

Apply by submitting a letter of interest, resume, and references no later than **August 11, 2017**.

Applications should be sent to: Paula Wallace
Secretary to the Federal Defender
200 Jefferson Ave., Suite 200
Memphis, TN 38103

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

The Federal Public Defender is an Equal Opportunity Employer.