

FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

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New Position Announcements

Position: Investigator
Location: Dallas Division
Application Deadline: Open Until Filled

THE FEDERAL PUBLIC DEFENDER for the Northern District of Texas is accepting applications for the position of an investigator. The investigator will be expected to provide investigation services for our indigent clients charged with criminal offenses or involved in post-conviction proceedings in United States District Court. The position will be located in the Dallas office. The Federal Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and the Sixth Amendment of the United States Constitution to provide defense services to people unable to afford counsel in federal criminal cases.

Position Description: Investigators provide investigation for our clients under the direction of the case attorney and the Federal Defender. Responsibilities include investigating cases at varying stages of litigation from the most complex white collar fraud case to a person charged with illegally possessing a weapon; reviewing and analyzing discovery and case documents; locating and interviewing witnesses and clients; gathering and maintaining records; reporting information gathered from interviews and investigation to case attorneys; working with experts; documenting and photographing sites, events and items; serving subpoenas; coordinating witnesses for hearings; assisting attorneys at those hearings; and testifying in court. This position will provide an opportunity to work in a fast-paced, challenging, diverse, and rewarding environment.

Requirements: The successful candidate must have a minimum of three years of investigative experience and three years of general experience. The minimum educational requirement is a college degree or the equivalent. Computer litigation support experience, and familiarity with the Dallas-Fort Worth metroplex are preferred. Spanish fluency is strongly preferred. Essential for this position are the abilities to manage a challenging caseload, organize case materials, determine priorities, travel locally and elsewhere, work flexible hours; possess a reputation for integrity; work in a team environment and independently; have excellent oral and written communication and people skills; be proficient in technology, possess a valid driver's license, and be able to drive.

Salary and Benefits: The starting salary range for the position is \$65,479 - \$110,283 (JSP-11, Step 1 to JSP-14, Step 1). The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Appointment and

retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check. Position subject to the availability of funds.

Application Process: In one PDF document, submit a letter of interest, resume, and at least 3 employment references to:

Jacqueline Bunkley, Administrative Officer
TXN_Employment@fd.org
Reference 2018-10 Investigator, in the subject.

No phone calls please. Submissions not following this format will not be considered. Only those selected for interview will be contacted. Proof of U.S. citizenship or other employment eligibility required. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Refer to <http://txn.fd.org> for further information about the office.

The Federal Public Defender is an Equal Opportunity Employer.