

OFFICE OF THE FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF OKLAHOMA



POSITION ANNOUNCEMENT INVESTIGATOR – CRIMINAL DEFENSE UNIT

The Federal Public Defender for the Western District of Oklahoma is accepting applications for the position of full-time investigator positions in the Criminal Defense Unit stationed in Oklahoma City. The Federal Public Defender operates under authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide legal services by court appointment to individuals unable to afford counsel. Our Criminal Defense Unit (CDU) represents persons accused of criminal offenses in federal criminal prosecutions throughout the Western District of Oklahoma.

Job Description: CDU investigators perform the critically important role of uncovering the facts necessary to win motions and trials. They analyze complex materials, strategize, develop investigation plans, obtain a variety of records, visit clients in jail, identify and interview witnesses, serve subpoenas, prepare written memoranda, track case activity, prepare or assist with sentencing mitigation videos, assist during trial, occasionally testify, and use electronic tools during investigations and during trials. Additionally, investigators develop evidence for sentencing by identifying mental health, environmental, and social mitigating factors.

This position requires travel through our district and occasional out-of-district travel. Minimal telework may be possible given the in-person responsibilities of the position. The trial

unit investigator must be available to appear in the district court routinely and to meet with clients at county jails within a 200-mile radius.

Requirements: All applicants must have graduated from an accredited school with a bachelor's degree. Extensive relevant experience may substitute a bachelor's degree. A background in law, social work, or mental health is a plus. The ability to speak, read, and write in Spanish is favored. Computer literacy is required. Applicants must be proficient in conducting online and social media investigations. They must also demonstrate an ability to use open sources creatively to develop both fact and mitigation evidence. Experience connecting a client base with treatment resources and/or an applicant having established professional relationships with treatment or program entities is a plus. Applicants must possess a valid driver's license. Varying hours including nights, weekends, and holidays may be required.

We are looking for a team-oriented person with a commitment to the defense of individuals facing a variety of federal crimes. The applicant should have excellent interpersonal skills, and be able to communicate effectively with clients, witnesses, colleagues, staff, court, and agency personnel. The position requires the ability to prioritize and to work independently and cooperatively. If an offer of employment is extended, the applicant must complete a background security investigation including an FBI and IRS tax check. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

Salary and Benefits: This is a full-time position. Salaries are based upon federal pay schedules and are commensurate with the number of years of experience. This is an at will, excepted service position. It does not carry the tenure rights of competitive Civil Service. Full federal benefits are available, including participation in health and life insurance, Federal Employees Retirement System (FERS), and the Thrift Savings Plan (TSP). Salary is payable only by Electronic Funds Transfer (direct deposit).

Commitment to Diversity, Equity, & Inclusion: Our office values diversity, and is committed to equity and inclusion. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual orientation, languages spoken, veteran status, disability, and religion. We encourage applications from members of the BIPOC community, and people from other underrepresented and historically marginalized groups. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

How to Apply: Qualified persons may apply by sending via email a letter of interest, resume, three references, and writing sample in pdf format to: zack_pan@fd.org.

Deadline: Until position(s) is/are filled.

The Federal Public Defender Organization follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Tenth Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion.