

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

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POSITION ANNOUNCEMENT – INVESTIGATOR

The Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time investigator to join our Colorado office. The investigator provides investigative and litigation support to staff attorneys representing persons charged with criminal offenses in the United States District Court for the District of Colorado.

Qualifications: The successful applicant will have at least eight years of investigative criminal defense experience and substantial experience managing, indexing, and analyzing cases with large digital discovery. This position requires a strong and established work ethic, including the ability to successfully manage multiple deadlines, a demonstrated commitment to criminal defense, a team-oriented professional demeanor, and a reputation for personal integrity. Strong written and verbal communication skills are essential to this work. Fluency in Spanish is strongly preferred but not required.

Requirements: Applicants must have a bachelor's degree from an accredited college or university. Applicants must have a comprehensive knowledge of criminal defense investigative principles and techniques, and a working knowledge of criminal procedure and evidence. Applicants must demonstrate substantial experience in the following areas: (1) progressively responsible investigative duties; (2) locating and interviewing witnesses; (3) report writing; (4) collection and analysis of records of all kinds; (5) service of subpoenas; (6) use of computer software including: analytic software, use of ESI platforms, optical character recognition, and Adobe Acrobat; and (7) use of demonstrative media tools, such as Trial Director and PowerPoint. Applicants must be United States citizens or eligible to work in the United States. This position requires extensive driving. Applicants must have a valid driver's license, vehicle, and appropriate motor vehicle insurance.

Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check and an IRS tax check.

Application Instructions: Qualified individuals should submit a letter of interest, a resume, and an investigative writing sample, authored entirely by you, via email to Kim Bechard, Administrative Officer, at employment@cofpd.org. Subject Reference: Investigator Position – COLORADO.

No phone calls please.

Interviews will be conducted by secure video conferencing. All positions are subject to the availability of funds. **Posted May 26, 2020—open until filled.**

The Federal Public Defender is an equal opportunity employer.

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