

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

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**POSITION ANNOUNCEMENT – DENVER, COLORADO
INVESTIGATOR**

The Office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time Investigator to join our Denver office. We operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel and prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.

Job Description: Our investigators collaborate with our attorneys to provide the best defense for our clients. They conduct field investigations, perform witness interviews, examine/collect evidence, and collect records. They meet with incarcerated clients in county jails and state and federal prisons throughout the state. They investigate and prepare both case and mitigation reports and court presentations. They are proficient in forensic and demonstrative litigation software. This investigator position will work on cases involving large amounts discovery and some cases involving financial transactions. Case investigation may require travel within and outside the state. Our office environment is positive, collaborative, and client-centered, with opportunities for professional growth and advancement.

Requirements: Applicants must have a bachelor's degree from an accredited college or university, with at least three years of general experience working in an office or business and at least four years of criminal defense investigation experience. Applicants must demonstrate substantial experience in progressively responsible investigative duties, such as (1) locating and interviewing witnesses; (2) writing reports; (3) collecting and analyzing various types of records; (4) serving subpoenas; (5) using computer software, including analytic software, ESI platforms, and Adobe Acrobat; and (6) using demonstrative media tools, such as Trial Director and PowerPoint. An advanced knowledge of Excel, Adobe Acrobat, and CasePoint (or other document management software) is preferred. An aptitude for organization and detail and experience managing documents and creation of spreadsheets and retrieval systems for complex matters is required. A strong and established work ethic, a demonstrated commitment to criminal defense, a team-oriented, professional demeanor, and a reputation for personal integrity are essential. Proficiency/fluency in Spanish is preferred but not required.

Applicants must be United States citizens or eligible to work in the United States. Applicants must have a valid driver's license, vehicle, and motor vehicle liability insurance. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check and an IRS tax check.

Salary and Benefits: This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 12 (\$91,753 - \$119,280), JSP Grade 13 (\$109,107 - \$141,836), and JSP Grade 14 (\$128,931 - \$167,608). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance.

How to Apply: Qualified individuals should submit a letter of interest, a resume, and an anonymized example of an investigative report, mitigation report, or loss calculation in .pdf format to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject: Investigator Position – Denver. **No phone calls, please.**

The Federal Public Defender is an equal opportunity employer.

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