

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

Tracy Hucke, Wyoming Branch Supervisor
Mary V. Butterton, Senior Litigator

Virginia L. Grady, Federal Public Defender
Matthew K. Belcher, First Assistant

O. Dean Sanderford, Chief, Appeals
John C. Arceci, Senior Counsel

**POSITION ANNOUNCEMENT
INVESTIGATOR – DENVER, COLORADO**

The Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time investigator to join its Denver office. The Office of the Public Defender operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and are 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, witness interviews, evidence examination and collection; attend client conferences in county jails throughout the state; investigate and prepare mitigation reports and presentations; and are proficient in forensic and demonstrative litigation software. Our office environment is collaborative, positive, and client-centered, with opportunities for advancement.

Requirements: Applicants must have a bachelor's degree from an accredited college or university with at least eight years of investigative criminal defense experience, preferably as described above. 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 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, optical character recognition, and Adobe Acrobat; and (6) using demonstrative media tools, such as Trial Director and PowerPoint. Proficiency/fluency in Spanish is a highly preferred skill for this position.

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 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 13 (\$101,028 - \$131,337) and JSP Grade 14 (\$119,384 - \$155,196). Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply: Qualified individuals should submit a letter of interest, resume, and an anonymized example of an investigative or mitigation report, all in .pdf format, to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject reference should be Investigator Position – Denver.

Interviews may be conducted in person or virtually. Cost of travel must be incurred by the applicant. No phone calls, please.

The Federal Public Defender is an equal opportunity employer.

Cheyenne, Wyoming
214 W. Lincolnway, Suite 31A
Cheyenne, WY 82001
Phone: 307-772-2781
Fax: 307-772-2788

Denver, Colorado
633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
Fax: 303-294-1192

Casper, Wyoming
Ewing T. Kerr Federal Building
111 South Wolcott Street, Room 312
Casper, WY 82601
Phone: 307-772-2781
Fax: 307-772-2788

www.cofpd.org