

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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POSITION ANNOUNCEMENT

Investigator - Albuquerque

2018-08

The Federal Public Defender for the District of New Mexico is seeking a full time, experienced investigator for the main office in Albuquerque. More than one vacancy may be filled from this announcement. This position is a graded position ranging from a JSP 11-14. Federal salary and benefits apply.

Position Description:

An investigator must be able to perform duties and responsibilities such as: conducting interviews to corroborate reports and facts already contained or presented in records, discovery material or various other formats; locating fact witnesses and experts; conducting open ended interviews with witnesses and other sources of information to explore and develop new facts and information; initiating new areas of investigation after being assigned the case and discussing it with the attorney; gathering records; locating, viewing and retrieving tangible evidence, personal property and other relevant items; photographing crime scenes and evidence; maintaining filing and information reference systems; writing comprehensive descriptive reports of work done; and testifying effectively in federal court proceedings. An investigator must have the ability and willingness to accept responsibility, use initiative, ingenuity and resourcefulness. Knowledge of computer applications is required. Working knowledge of the criminal justice system is required. Regular, out-of-town, overnight travel throughout the State of New Mexico is required. An investigator also must perform all other duties as assigned.

Qualifications:

Applicants must have a high school degree or equivalent and the requisite experience. Qualified applicants must possess a minimum of six years (three years general plus three years specialized) investigative experience. Education above the high school level in accredited institutions may be substituted for general experience. **Spanish proficiency preferred.** Applicants may be given a Spanish proficiency test. The selected candidate will be subject to a background check as a condition of employment.

The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, and provides legal representation in federal criminal cases and related matters in the federal courts. The Federal Public Defender is an equal opportunity employer. Direct deposit of pay is mandatory.

In **one** PDF document, please submit a statement of interest and detailed resume of experience, including trial and appellate work, with three references to:

Melissa Read, Administrative Officer

FDNM-HR@fd.org

Reference **2018-08** in the subject.

Applications must be received by August 10, 2018. Positions will remain open until filled and are subject to the availability of funding.

No phone calls please. Submissions not following this format will not be considered.

Only those selected for interview will be contacted.