

**STATE OF TENNESSEE
OFFICE OF THE POST-CONVICTION DEFENDER
404 JAMES ROBERTSON PARKWAY, SUITE 1100
P O Box 198068
NASHVILLE, TENNESSEE 37219-8068**

EMPLOYMENT ANNOUNCEMENT

July 6, 2020

INVESTIGATOR POSITION

The Tennessee Office of the Post-Conviction Defender (OPCD) is accepting applications for an Investigator position. All levels of experience will be considered. The position is located in Nashville, TN.

The OPCD is an independent agency of the Tennessee state government. The agency represents people sentenced to death in Tennessee and provides non-case-specific assistance and educational resources to appointed counsel in capital cases. Direct representation focuses on the investigation and presentation of collateral claims in state courts, mostly in post-conviction proceedings. The office also represents clients in clemency proceedings. The OPCD handles cases throughout Tennessee and travel is required. Please see www.tnpcdo.net for further details.

The investigator will work on a team with attorneys and paralegals to develop both guilt/innocence and sentencing claims on behalf of clients. The investigator's primary duties will include developing and maintaining a close working relationship with clients and their support system; extensive record review; creation and/or maintenance of core case documents such as witness lists and timelines; identifying, locating, and interviewing witnesses relevant to both the offense and the client's social history; as well as drafting different types of memoranda and reports. The investigator will also subpoena witnesses for evidentiary hearings, assist with managing the witnesses at the hearing, and potentially testify.

Minimum Qualifications:

- Commitment to indigent criminal defense
- Familiarity with mental health, trauma, and racial justice issues
- Ability to collaborate closely with others in a team setting
- Ability to work and communicate with people from a variety of cultural backgrounds
- Clear oral and written communication skills
- Organizational and time-management abilities
- Ability to conduct a substantial amount of overnight travel in and out of state
- Flexibility to work evenings and weekends
- A valid driver's license

Preferred Qualifications:

- A college degree in a relevant field, such as social work, psychology, or journalism
- Prior investigative experience

The OPCD is an equal opportunity employer and is committed to creating a diverse, inclusive, and healthy work environment for all employees. Salary is based on experience and level of education. Health insurance and other benefits are provided.

Interested candidates should send: 1) a cover letter discussing their interest in capital defense work and qualifications for the investigator position; 2) a resume; 3) three professional references; and 4) a writing sample to apply@tnpcdo.net. Application deadline is **August 7, 2020**. Applications will be reviewed on a rolling basis.

Interviews will be conducted remotely.