

**Vacancy Announcement - #PDS 2018-06**  
**PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA**

**Investigative Specialist**  
**PDS-1801-7/12 (GS-7/12 Equivalent)**

**Opening Date: May 10, 2018**

**Closing Date: May 20, 2018 11:59PM**

**Location:** Public Defender Service  
633 Indiana Avenue, NW  
Washington, DC 20004

**Number of Openings:** 09

**Salary Range:** \$45,972 to \$106,012/year  
**First Year Salary (no professional experience):** \$45,972

**Position Information:** Full Time (Permanent)

**Promotion Potential:** PDS Grade 12

**Who May Apply:** This vacancy is open to US Citizens or those authorized to work in the United States.

**PDS Overview:** The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization governed by an eleven-member Board of Trustees. PDS provides legal representation for indigent individuals who are charged with criminal offenses in the District of Columbia and face a loss of liberty. PDS has approximately 200 employees, most of whom work at the main office at 633 Indiana Avenue, N.W., Washington, D.C. PDS's staff consists of approximately 100 attorneys and approximately 100 social workers, investigators, administrative, and technical staff. PDS is funded by federal appropriations, and all employees are entitled to participate in certain federal benefits plans: health and life insurance, federal retirement, and Thrift Savings Plan. Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. The Investigative Specialist position is located in the Investigations Division of PDS.

Employment at the Public Defender Service is at will and is not federal employment.

**Major Duties:** This position works in concert with legal defense counsel to investigate allegations of suspected violations of criminal statutes and possible defenses to those allegations. An investigative specialist, under the supervision of the assigned attorney, plans and conducts complete investigations of criminal cases as assigned. This is accomplished by interviews with witnesses, researching records, contacting various sources for the purpose of obtaining facts, signed statements, etc. An investigator verifies and corroborates all information obtained,

analyzes findings, and presents findings in comprehensive reports for use by attorneys. An investigator will perform other related duties as assigned.

**Qualifications:** In order to qualify for this position, an applicant must have sufficient education and experience to perform the duties of the Investigative Specialist position. Also, applicants will be assessed based on the listed desired knowledge, skills, and abilities below.

**Educational Requirement:** All candidates must possess: A Bachelor's Degree in Criminal Justice Administration, Law, Criminology, Political Science, Psychology, Sociology, English, Journalism/Mass Communication and/or other related field.

**Highly Desirable Qualifications:** Additionally, the following knowledge, skills, and abilities and/or experiences are deemed highly desirable:

- The ability to fluently speak and write Spanish;
- Training and/or internship experience in **criminal defense investigations**;
- Training and/or experience **in criminal defense mitigation**;
- Computing skills which include word processing, criminal justice database usage, social media usage, data input, and criminal defense related data analysis;
- The skills and ability to provide quantitative and qualitative analysis and assessment of data evidence;
- The willingness to learn and utilize proprietary and evolving technology as related to investigations is also desirable.

### **Qualifications Required for the PDS Grade 7**

All candidates must possess the above noted educational requirement.

### **Qualifications Required for the PDS Grade 9**

To qualify for the grade 9, a candidate must possess the aforementioned educational requirement and the following experience:

**Specialized Experience:** Candidates must have at least one year of specialized experience as a criminal defense staff investigator or criminal defense investigative specialist (investigating felony level cases), including experience with word processing, criminal justice database usage, social media usage, data input, and criminal defense related data analysis.

### **Qualifications Required for the PDS Grade 11**

To qualify for the grade 11, a candidate must possess the aforementioned educational requirement and the following experience:

**Specialized Experience:** Candidates must have at least three years of specialized experience as a criminal defense staff investigator or criminal defense investigative specialist (investigating

felony level cases), including experience with word processing, criminal justice database usage, social media usage, data input, and criminal defense related data analysis.

### **Qualifications Required for the PDS Grade 12:**

To qualify for the grade 12, a candidate must possess the aforementioned educational requirement and the following experience:

**Specialized Experience:** Candidates must have at least six years of specialized experience as a criminal defense staff investigator or criminal defense investigative specialist (investigating felony level cases), including experience with word processing, criminal justice database usage, social media usage, data input, and criminal defense related data analysis.

### **Notes on Educational Requirements**

**NOTE:** Education must be from an accrediting institution recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://ope.ed.gov/accreditation/search.aspx>. All education claimed by applicants will be verified by PDS.

**Special Instructions For Foreign Education:** Applicants who are using education completed in foreign colleges or universities to meet the qualification requirements, must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

**Other Requirements:** (1) Incumbent must have insured, reliable and available transportation; (2) incumbent must have no convictions as defined in D.C. Code Sec. 14.305(b)(1) (Impeachment by evidence of conviction of crime); and (3) applicant must be a US Citizen or have current authorization to work in the United States.

All candidates are subject to a criminal background check.

**Your cover letter must include your qualifications as follows:**

- Your knowledge of the basic principles and techniques of investigating. Please detail your knowledge of criminal defense investigations and/or mitigation.
- Your skill in conducting interviews and recognizing, exploring, and exploiting leads.
- Your skill in communicating clearly both orally and in writing.

**How to Apply:** You must provide a complete application package which includes: (1) a cover letter as noted above; (2) a resume, including email address; (3) official college transcripts; and (4) a list of three references that include name, address, telephone number, and a statement of how each reference is able to evaluate your skills.

Send materials to: Steve Yu, Lead Human Resources Specialist, Public Defender Service for the District of Columbia, Job Announcement #PDS 2018-06, 633 Indiana Avenue, NW, Washington, DC 20004; via fax to (202) 824-2939; or via email to PDSHRMailbox@pdsdc.org (subject line must include announcement number with MS Word or PDF attachments only). The vacancy number and title of the vacancy **MUST APPEAR** on the subject line of the email. Application packages submitted without required information as noted above may result in the application not being processed. All application submissions must be faxed or emailed, become the property of PDS upon receipt, and will not be returned. For more information about our organization, please visit our website at: [www.pdsdc.org](http://www.pdsdc.org).

**PDS is an Equal Opportunity Employer**