

FEDERAL DEFENDER SERVICES
OF WISCONSIN, INC.
GREEN BAY, WI

JOB ANNOUNCEMENT: INVESTIGATOR

Federal Defender Services of Wisconsin, Inc. (FDSW), an equal opportunity employer, is accepting applications for the position of Investigator based in the Green Bay office. Our office is a nonprofit corporation responsible for providing representation to indigent persons in federal criminal cases in Wisconsin. While our office is not a federal government agency and our staff are not federal employees, we provide benefits comparable to those available to federal employees. The candidate's salary will be based on experience. Direct deposit of pay is required.

Requirements: The candidate must have at least a high school diploma or equivalent. Experience working in the fields of investigation or litigation support is preferred. This position requires a wide variety of skills. Candidates must have excellent interpersonal communication abilities. Excellent computer skills are required and candidates will be expected to learn a variety of programs within a reasonable time of hiring. The position will require travel throughout the district. Overnight travel is possible, as well as irregular work hours or working weekends and holidays when necessary. Applicants must have reliable transportation, a valid driver's license, and proof of insurance. Spanish language proficiency would be helpful but is not required.

Duties: Provide investigative and litigation support for cases pending in federal court. Investigate the facts of a case or a client's life. Locate and interview victims, witnesses, and law enforcement personnel. Prepare detailed and accurate memoranda of interviews, and photograph and/or sketch relevant locations such as crime scenes. Review, organize, and analyze documentation and other various forms of discovery, including electronic formats. Locate public and private records such as criminal records, medical records, and records of court proceedings. Assist attorneys at hearings or trials by evaluating testimony, coordinating witnesses and documents, and assisting with digital presentations. Serve subpoenas and notify defense witnesses of court appearances. Conduct investigations on the client's background for medical, psychological, criminal, and other records.

Selection criteria: The successful candidate must demonstrate or have a reputation for personal and professional integrity and must be committed to helping indigent accused persons. Candidates must possess the ability to communicate effectively with clients, witnesses, colleagues, and work well with staff and court personnel. We encourage applications from individuals with diverse backgrounds and perspectives.

Applications are due by April 8. The position will remain open until filled. Interested persons should please email a resume, three references, and a cover letter to:

Jim Podewils
Jim_Podewils@FD.org

No telephone inquiries. Only applicants selected for an interview will be contacted.