



**FEDERAL PUBLIC DEFENDER
SOUTHERN DISTRICT OF ILLINOIS
VACANCY ANNOUNCEMENT**



Position: Investigator
Location: East St. Louis, IL

The Office of the Federal Public Defender for the Southern District of Illinois is accepting applications for the position of a full time investigator. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters to individuals unable to afford counsel.

Requirements: To qualify for the position, a bachelor's degree or commensurate experience is required. The successful candidate must possess excellent written and oral communication skills, Windows and Office 365 experience, and have demonstrated high integrity and good judgement. This position requires a self-starter with comprehensive knowledge of investigative principles, practices, methods and techniques; computer forensics knowledge; the ability to identify and evaluate pertinent facts and regulations, policies and precedents. Must be team-oriented and able to work within time-sensitive deadlines. Appointment is subject to a satisfactory background investigation.

Duties: The duties of an investigator include case preparation, detailed review of law enforcement records, locating, and interviewing parties of interest, and meeting with experts. Other duties include preparing detailed and accurate reports of interviews; locating all pertinent records such as criminal and medical; investigating mitigating factors, for example, medical, psychological, educational and criminal background; and assisting attorneys in court by coordinating witnesses and serving subpoenas for example.

By federal law, to be eligible, candidates must: be U.S. Citizens, or owe their allegiance to the U.S., or be admitted as a refugee or granted asylum and seeking citizenship, or be lawful permanent resident seeking citizenship. This position is "at-will," and does not carry the tenure rights of the competitive Civil Service. The starting salary for the investigator position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP 11, to JSP 14. Salary is dependent on experience.

Please e-mail a letter of interest, resume, [Form AO 78](#), and three references in .pdf format to the attention of: ILS_HR@fd.org with the subject line: Investigator. Open until filled. Only candidates in consideration for this position will be contacted.

The Federal Public Defender's Office for the Southern District of Illinois is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.