

**POSITION ANNOUNCEMENT 2021-05**

**TRIAL UNIT INVESTIGATOR**

**FEDERAL PUBLIC DEFENDER OFFICE**

**LITTLE ROCK, ARKANSAS**

The Office of the Federal Public Defender is accepting applications for a full-time investigator position in the Trial Unit. The Federal Public Defender office provides defense services to indigent clients in federal criminal cases and operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A. Our office mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration.

**PRIMARY JOB DUTIES:** The trial investigator reviews and analyzes discovery and other case documentation; locates and conducts witness interviews; provides comprehensive reports of interviews and investigation to the responsible attorney; gathers and maintains all records relevant to the case; assists attorneys at hearings and trials; serves subpoenas and notifies defense witnesses of court appearances; assists the attorney in developing demonstrative evidence for use at trials/hearings; and provides litigation support. The workload is heavy and travel is required.

**QUALIFICATIONS:** The applicant must have a bachelor's degree. A background in law, social work, or mental health is a plus. Applicants must be self-starters, organized, and able to efficiently work to meet critical deadlines. Applicants must have excellent oral and written communication skills, and able to establish rapport with people of varied backgrounds. The ability to speak Spanish is a plus. The applicant must be willing to travel, and must possess a valid driver's license.

**SALARY:** The salary is commensurate with experience, qualifications, and education. Federal benefits apply.

**HOW TO APPLY:** To be considered for this position, submit a completed application - available at <http://are.fd.org> - - to [Caletta\\_Jones@fd.org](mailto:Caletta_Jones@fd.org) or mail the requisite materials to: Federal Public Defender, 1401 W. Capitol Ave., Suite 490, Little Rock, AR 72201. The deadline to apply is April 12, 2021.

The final candidate will be subject to a background check as required by the United States Courts. Employees are considered at-will and are not covered by the Civil Service Reform Act.

**EQUAL OPPORTUNITY EMPLOYER**

**NO PHONE CALLS PLEASE**

**POSITION ANNOUNCED 3/22/21**

**OPEN UNTIL FILLED**

FEDERAL PUBLIC DEFENDER OFFICE



APPLICATION  
TRIAL UNIT INVESTIGATOR  
LITTLE ROCK, ARKANSAS

Please complete and submit this application by April 12, 2021 to: [caletta.jones@fd.org](mailto:caletta.jones@fd.org) or mail the requisite materials to: 1401 W. Capitol, Suite 490, Little Rock, AR 72201. Use additional sheets if needed, and please print or type.

1. Full Name: \_\_\_\_\_

2. Office address and phone: \_\_\_\_\_

\_\_\_\_\_

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3. Residence address and phone: \_\_\_\_\_

\_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. Length of residence in state: \_\_\_\_\_

6. Are you lawfully employable in the United States either by virtue of citizenship or by federal authorization from the INS and the Labor Department? \_\_\_\_\_

7. List any colleges, universities, and specialty schools attended, including dates, degrees earned, and major courses of study. \_\_\_\_\_

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8. List any honors, scholarships, prizes, or awards you have received in the legal or investigative field.

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9. Do you have any experience communicating directly with indigent defendants who are incarcerated, either in person or via phone or written communication? If so, please describe. \_\_\_\_\_

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10. List any courses or other training you've attended within the last three years which could be relevant for this investigator position: \_\_\_\_\_

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11. Describe the general nature of any investigative training you have had: \_\_\_\_\_

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12. Have you assisted attorneys in any court proceedings? If so, please describe:

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13. Please describe the nature and extent of your computer skills.

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14. Are you bilingual? \_\_\_\_\_ If so, what languages do you speak? \_\_\_\_\_

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15. Have you ever pled guilty/no contest or been convicted for violation of any federal, state, or municipal law? \_\_\_\_\_ If so, please give details. Do not include minor traffic violations for which a fine of \$100 or less was imposed. \_\_\_\_\_

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16. Have you ever been disciplined, cautioned, or reprimanded for a breach of ethics or unprofessional conduct by any court or administrative agency, bar association, or other professional group? \_\_\_\_\_ If so, please state when, by what body, for what conduct, and the outcome. \_\_\_\_\_

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17. Have you filed appropriate tax returns as required by federal, state, local, and other government authorities for the past five years? \_\_\_\_\_ If not, please explain. \_\_\_\_\_

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18. List all law-related groups of which you have been a member, giving the titles and dates of any office held. \_\_\_\_\_

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19. Have you ever been discharged from a position or asked to resign under threat of discharge? \_\_\_\_\_ If so, please explain. \_\_\_\_\_

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20. State any additional education or other experiences you believe will assist you in performing the duties of this position. \_\_\_\_\_

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21. Why do you want to work at the Federal Public Defender Office? \_\_\_\_\_

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22. Please list your current - - or most recent - - annual salary: \_\_\_\_\_

23. Please attach a written sample of your work and a copy of your resume.

24. Please list three references, and state whether they are personal or professional references.

<u>NAME /POSITION</u>	<u>ADDRESS &amp; PHONE NUMBER</u>
1. _____ _____	_____ _____ _____
2. _____ _____	_____ _____ _____
3. _____ _____	_____ _____

**THE EASTERN DISTRICT OF ARKANSAS  
FEDERAL DEFENDER OFFICE IS AN  
EQUAL OPPORTUNITY EMPLOYER  
EMPLOYMENT IS AT WILL**



**EMPLOYMENT REFERENCE CONSENT AND RELEASE**

Applicant Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**I, \_\_\_\_\_, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO THE FEDERAL PUBLIC DEFENDER OFFICE FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS.**

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as the original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions to Current/Former Employer**

The individual named above has applied for employment with the Federal Public Defender Office for the Eastern and Western Districts of Arkansas. Please respond candidly to the requests for information listed below, and return your written responses by U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former employers with protection for providing job information about current or former employees to prospective employers.

**PLEASE RETURN TO:** Lisa G. Peters, Federal Public Defender, 1401 W. Capitol Ave, Suite 490, Little Rock, AR 72201.

**Date and duration of employment:** \_\_\_\_\_

**Current or last rate of pay and wage history:** \_\_\_\_\_

**The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above):** \_\_\_\_\_

**Attendance history: (Excluding any qualifying leave under FMLA):** \_\_\_\_\_

\_\_\_\_\_

**Results of drug and/or alcohol tests administered within the last year:** \_\_\_\_\_

\_\_\_\_\_

**Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee:** \_\_\_\_\_

\_\_\_\_\_

Was his/her separation from employment  voluntary?  Involuntary?

Is this applicant eligible for rehire?  Yes  No

\_\_\_\_\_  
**Printed Name and Title of Employer Representative Providing Information** **Date**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number