

FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF CALIFORNIA

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Federal Public Defender

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POSITION ANNOUNCEMENT
INVESTIGATOR: SAN FRANCISCO, CALIFORNIA

(Posted Aug 2024)

The Federal Public Defender, Northern District of California is accepting applications for a full-time Investigator based in our San Francisco office to support our legal teams who provide representation of indigent clients in federal criminal proceedings. This role is instrumental in ensuring the efficient and effective operation of our defense efforts, contributing to our mission of upholding the constitutional right to counsel.

This individual will have a designated duty station of San Francisco but may also provide support to AFPD's or CJA attorneys in each of the three offices of the Federal Public Defender, Northern District of California. The position may also require extensive travel, as well as travel to the San Jose or Oakland offices as deemed necessary. Travel will be reimbursed. Varying hours including night, weekends, and holidays may be required.

The Federal Public Defender provides court-appointed legal representation to individuals charged with federal crimes who cannot afford to hire an attorney, as authorized by the Criminal Justice Act, 18 U.S.C. § 3006A. For more information, visit www.ndcalfpd.org.

JOB DESCRIPTION

KEY RESPONSIBILITIES

Case Review & Analysis: Thoroughly review and analyze discovery materials and other case-related documents, often using appropriate technology and tools such as Excel, Cellebrite, and Casemap. Collaborate with other members of the defense team to define the scope, timing, and direction of investigations and initiate new investigative avenues as needed.

Witness Engagement: Identify, locate, and interview witnesses crucial to the defense. Handle related tasks such as serving subpoenas, coordinating witness testimonies, and assisting counsel with scheduling for trials and hearings.

Evidence Management: Locate, view, and retrieve pertinent evidence, personal property, and other relevant materials. Document evidence through photography, videography, mapping, and sketching. Work closely with counsel and paralegals to prepare evidence for trial and motion submissions. Engage in social media and dark web investigation using both forensic tools and advanced e-investigation techniques. Maintain an understanding of social media applications,

trends, subpoena/warrant requirements, collection practices, and follow professional responsibility requirements of investigations.

Digital Literacy: Maintain proficiency with digital forensics review tools such as Cellebrite Reader, Magnet AXIOM and FTK Imager. Keep current and proficient on new developments in investigative technology and professional responsibility requirements for same. Recommend additions and modifications to current tools, as necessary.

Records & Documentation: Collect, organize, analyze, and produce necessary records. Maintain accurate logs, filings, and reference materials and verify information for accuracy and authenticity.

Courtroom Testimony: Be willing, capable, and prepared to testify in court.

Client Interaction: Engage frequently and directly with clients, their families, and their communities, ensuring their concerns and insights are integrated into the investigative process.

QUALIFICATIONS

Educational Background: The Investigator must have at least a high school diploma or equivalent from an accredited institution, with a minimum of two years of general experience and two years of specialized experience in criminal investigation or information gathering. Extensive relevant experience, a Bachelor's degree, or advanced studies (including a Master's degree) from an accredited institution may substitute for the general or specialized experience. A background in law, social work, or mental health is a plus. Prior experience as an investigator is preferred, though related investigative experience – such as conducting investigative tasks while employed as a paralegal or in a similar role – will also be considered. Spanish or other foreign language skills are desired, but not required. Investigator's license not required.

In addition, the Investigator must have:

- Expertise in investigative techniques and comprehensive knowledge of investigative principles, methods, and practices.
- Strong interpersonal and communication abilities, with the capacity to build rapport with clients and witnesses.
- Proven ability to testify confidently and effectively if and when needed.
- Good grasp of criminal law, procedure, evidence, and confidentiality issues like attorney-client privilege.
- Skilled in reading and interpreting technical journals and legal documents, identifying pertinent facts, and exercising sound judgment.
- Capable of recognizing issues and recommending practical solutions.
- Be technically proficient and have advanced skills in technology, including Microsoft Office, Adobe, online research, and experience with litigation support tools (e.g., Casemap, Cellebrite).
- High proficiency in conducting online and social media investigations, adapting to new technologies, and data analysis.
- Experience in digital/cyber forensics, financial forensics, or video/audio editing is a plus.
- A valid California driver's license and current insurance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands for this position are necessary to successfully perform the essential functions of the job as outlined above. The Investigator may occasionally need to lift and/or move up to 25 pounds and may spend extended periods driving or traveling by car or airplane.

SALARY & BENEFITS

Compensation is determined by the Judicial Salary Plan and will be commensurate with the candidate's experience. A comprehensive benefits package is provided. For more details on benefits available to federal judiciary employees: <http://www.uscourts.gov/careers/benefits>.

This position may be subject to an FBI fingerprint and background checks. Employment will be provisional and contingent upon satisfactory completion of the required investigation.

APPLICATION PROCESS

To apply, please fill out the application form here: <https://ndcald.knack.com/applications#staff-position/> and submit the following material in a single *.pdf* file:

- A plain face sheet, containing only your last name, first name, and the name of your current employer and/or your current employment status
- A cover letter explaining your interest in the position
- Your resume
- Three professional references, including name, email address, and telephone numbers (*references will not be contacted until applicant is advised*)
- A writing sample that demonstrates your own original work

The uploaded *.pdf* file should be named, "Last Name, First Name." (e.g., *DoeJane.pdf*)

Applicants will only be contacted if selected for an interview. The position will remain open until filled with preferential review to applications received by September 6, 2024.

Non-Citizen Applicants: Under federal law, non-citizens may be interviewed and considered for employment in the Office of the Federal Public Defender. Employment offers, however, can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or a lawful permanent resident who is seeking U.S. citizenship as described [here](#).

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to fostering a diverse and inclusive work environment. We believe in supporting people to do their best work and thrive as we build a diverse, equitable, and inclusive practice. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, age, sex, national origin, disability status, genetics, sexual orientation, protected veteran status, gender identity or expression, or any other characteristic protected by law.