

**FEDERAL DEFENDERS
MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.**
817 S. COURT STREET
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CHRISTINE A. FREEMAN
Executive Director

POSITION ANNOUNCEMENT
Chief Investigator

The Middle District of Alabama Federal Defender Program, Inc., in Montgomery, Alabama, is accepting applications for a possible opening for a full-time position of Chief Investigator, to supervise three or more staff members who assist in investigation and advocacy on behalf of people charged with federal crimes. This office is a non-profit corporation providing legal representation to indigent persons in federal criminal cases and on matters in federal court. This position is contingent upon approval by the funding source.

Duties of this position will include work on assigned cases and supervisory duties as described by the policies of the Defender Organization Classification System (“DOCS”), available through dweb. General areas of responsibility include the duties to locate and interview witnesses, experts, family members, law enforcement personnel, and others with knowledge of case or client; locate, gather and organize records, documents, personal property, tangible evidence and other potential exhibits; review and analyze case documentation; serve subpoenas; visit crime scenes; establish and maintain a good working relationship with individuals and agencies that interact with office; prepare comprehensive descriptive written reports; testify in court as required; organize and maintain files related to each assigned case; use computer software and hardware, cameras, tape recorders, and other equipment for case files and litigation; assist attorneys and other office staff in preparation for court proceedings; and other duties as assigned.

Employees of this program may not engage in other full-time employment or litigation assistance for hire. Salary for this position depends on experience. This office provides excellent benefits. To apply, send a letter describing your interest in the position, a resume, appropriate references, and a brief writing sample to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of gender, race, age, ethnicity, national origin, sexual orientation, religion or disability. The application period for this position will close on December 26, 2017.