

Office of the  
Federal Public Defender

Districts of Colorado and Wyoming

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**POSITION ANNOUNCEMENT – DENVER, COLORADO  
INVESTIGATOR**

*The Office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time Investigator to join our Denver office. We operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel and are prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.*

**Job Description:** This investigator position will serve clients charged with a variety of federal offenses but will largely focus on cases alleging fraudulent financial transactions. Cases involving financial transactions are often complex, with large amounts of data and documents. The investigator will organize discovery, trace and analyze financial transactions, identify spending trends or money movement, and create spreadsheets to trace deposits, expenses, and transfers across accounts or other transactional platforms. Typical analyses will require independent calculation of loss under the United States Sentencing Guidelines and preparation of reports and exhibits.

This is not just an office job. All Investigators conduct field investigations, identify, locate, and interview witnesses, collect and examine evidence, attend client conferences in county jails throughout the state, investigate and prepare mitigation reports and presentations, and testify in court. They must have a keen eye for detail. Many cases require travel. Our office environment is positive, collaborative, and client-centered, with opportunities for professional growth and advancement.

**Requirements:** Applicants must have a bachelor's degree from an accredited college or university, with at least three years of general experience working in an office or business, and four years of investigative experience, preferably criminal defense. An expert knowledge of Excel, Adobe Acrobat, organizational software, ESI platforms, Laserfiche (or other document management software), financial software (such as BankScan) is preferred. A strong and established work ethic, a demonstrated commitment to criminal defense, a team-oriented, professional demeanor, and a reputation for personal integrity are essential. Certification as a fraud examiner or a background in accounting is preferred but not required.

Applicants must be United States citizens or eligible to work in the United States. Applicants must have a valid driver's license, vehicle, and motor vehicle liability insurance. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check and an IRS tax check.

**Salary and Benefits:** This is an "Excepted Appointment" full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 12 (\$91,753 - \$119,280), JSP Grade 13 (\$109,107 - \$141,836), and JSP Grade 14 (\$128,931 - \$167,608). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance.

**How to Apply:** Qualified individuals should submit a letter of interest, a resume, and an anonymized example of an investigative report, mitigation report, or loss calculation in .pdf format to Veronica Knights, Personnel Administrator, at [employment@cofpd.org](mailto:employment@cofpd.org). Subject: Investigator Position – Denver. **No phone calls, please.**

**The Federal Public Defender is an equal opportunity employer.**

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