

Office of the
Federal Public Defender
Districts of Colorado and Wyoming

Tracy R. Hucke, Wyoming Branch Chief
Mary V. Butterton, Senior Litigator

Virginia L. Grady, Federal Public Defender
Matthew K. Belcher, First Assistant

O. Dean Sanderford, Chief, Appeals
John C. Arceci, Senior Counsel

**POSITION ANNOUNCEMENT
TRIAL INVESTIGATOR – DENVER, COLORADO**

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 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 is an existing, funded position.* Our investigators collaborate with our attorneys to provide the best defense for our clients. They conduct field investigations, perform witness interviews, examine/collect evidence, and collect records. They meet with incarcerated clients in county jails and state and federal prisons throughout the state. They investigate and prepare both case and mitigation reports and court presentations. They are proficient in forensic and demonstrative litigation software. Case investigation may require travel within and outside the state. 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 at least four years of criminal defense investigation experience. Applicants must demonstrate substantial experience in progressively responsible investigative duties, such as (1) locating and interviewing witnesses; (2) writing reports; (3) collecting and analyzing various types of records; (4) serving subpoenas; (5) using computer software, including analytic software, ESI platforms, optical character recognition, and Adobe Acrobat; and (6) using demonstrative media tools, such as Trial Director and PowerPoint. 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. Proficiency/fluency in Spanish 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, resume, and an anonymized example of an investigative or mitigation report, combined in .pdf format, to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject reference should be Trial Investigator Position – Denver. **No phone calls, please.**

The Federal Public Defender is an equal opportunity employer.

Cheyenne, Wyoming
214 W. Lincolnway, Suite 31A
Cheyenne, WY 82001
Phone: 307-772-2781
Fax: 307-772-2788

Denver, Colorado
633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
Fax: 303-294-1192

Casper, Wyoming
104 South Wolcott Street, Suite 601
Casper, WY 82601
Phone: 307-772-2781
Fax: 307-772-2788

www.cofpd.org