

Jefferson County Public Defender's Office

THE JEFFERSON COUNTY PUBLIC DEFENDER'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER. We encourage all qualified applicants to apply without regard to age, color, national origin, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression.

INVESTIGATOR

The Jefferson County Public Defender (JCPD) seeks applications for the position of Investigator for the Birmingham Division to join an interdisciplinary criminal defense legal team. The ideal candidate should have a demonstrated dedication to indigent defense, the ability to work independently managing an active caseload and the ability to foster community relationships for the benefit of our indigent clients. All skills must be completed simultaneously working with a team of dedicated Public Defenders focused on holistic, client-centered representation. Our office is committed to seeking and sustaining a culturally and ethnically diverse working environment. We are an office of 40+ attorneys and a complete array of administrative support staff, investigators and social service workers. We firmly believe that continuing to build a diverse staff with expertise and interest in serving our indigent clientele who come to us with diverse needs, backgrounds, ethnicities and abilities will yield better results for our clients and our office.

Employees are not permitted to engage in the private practice of any related interdisciplinary field or to provide litigation assistance to third party entities. Employees in the office may not engage in employment outside of the office without the express permission of the Public Defender.

The Jefferson County Public Defender's Office is located at 950 22nd Ave. North, Birmingham, AL 35203. This is a full-time position, work hours are generally 8:00am – 5:00pm, Monday – Friday. Occasional evening and weekend hours may be required when needed.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Minimum Bachelor's Degree in Criminal Justice or equivalent discipline (strongly preferred) OR have extensive relevant professional experience.
- Apply specialized knowledge and abilities in the investigation of crime, including the gathering of evidence, locating individuals, and interviewing witnesses and police officers.
- Take photographs, make audio and video recordings, and process the results of their work.
- Prepare physical and demonstrative exhibits for use in court and testify in court as necessary.
- Transport and escort witnesses when needed.
- Follow up on all leads as required regardless of the location or time of day.
- Obtain written statements and affidavits from third parties as appropriate to each case.
- Investigators will serve court process such as subpoenas and summons.

- Applicants must be at least 21 years of age.

RESPONSIBILITIES

- Plan, prepare, and conduct investigations to support the defense function in a wide variety of cases.
- Prepare detailed reports of investigations documenting the ongoing status of all work performed by the investigator.
- Examine, evaluate, and document (photographs, videos, diagrams) crime scenes.
- Locate witnesses and conduct witness interviews.
- Possess the ability to testify in a professional manner in court proceedings.
- Serve subpoenas and other legal documents.
- Possess working knowledge of computers—including word processing, email and internet and internet searches as well as other general office technology.
- Possess a good working knowledge of court proceedings and criminal investigation practices and techniques.
- Possess some knowledge of the 'due process' clause of the 5th and 14th Amendments of the U.S. Constitution.
- Possess some knowledge and understanding of psychology and interviewing techniques.
- Possess considerable knowledge of modern practices and techniques involving the investigation, arrest, detention, defense and treatment of defendants.
- Possess knowledge of an attorney's obligations of loyalty, fidelity, and confidentiality owed to the client and possess the ability and willingness to operate within the full scope of the attorney/client relationship and privilege.
- Possess the ability to react quickly and calmly in emergencies.
- Possess the ability to handle difficult situations firmly, courteously, and tactfully.
- Possess the ability to secure the cooperation of others in difficult situations.
- Possess the ability to interview effectively and evaluate information obtained.
- Possess the ability to communicate clearly and concisely, both orally and in writing.
- Possess the ability to follow oral and written instructions and write concise reports and correspondence.
- Possess the ability to solve problems and deal with a variety of variables in situations where only limited standardization exists.
- Possess the ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Possess the ability to tend to details, and exercise sound judgment.
- Possess the ability to observe situations analytically and objectively and to record them clearly and completely.
- Possess the ability and willingness to work weekends and evenings when necessary.

PHYSICAL REQUIREMENTS

The duties of a criminal investigator can be physically demanding requiring a good deal of physical exertion. Applicants must be in good general physical health and condition in order to satisfactorily perform the duties of this position.

DRIVER'S LICENSSE AND AUTOMOBILE

Investigators must possess a valid Driver's License, supplemented by a satisfactory driving record and a car.

COMPENSATION AND BENEFITS

Salary: TBD

Employees of the Jefferson County Public Defender's Office receive State of Alabama Employee benefits including:

- Paid sick leave;
- 13 paid holidays;
- Paid annual leave;
- Subsidized employee health insurance, with optional family coverage;
- Flexible employee benefits; and
- Retirement plan.

Interested applicants should send a resume and cover letter to careers@jeffcodefender.org.

Positions within the Jefferson County Public Defender's Office are at-will and not subject to the State of Alabama's Merit System.

The deadline to apply is Monday September 30, 2022 at 5:00pm CST.

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