

Montgomery County Public Defender's Office

INVESTIGATOR

The Montgomery County Public Defender's Office (MCPDO) seeks zealous and dedicated individuals to serve as Investigators for indigent clients in the District and Circuit Courts of the 15th Judicial Circuit for the State of Alabama (Montgomery County). All MCPDO employees will provide high quality representation to indigent defendants. Ideal candidates will have training or experience conducting interviews in a non-confrontational environment. The work involves the investigation of crime, including the gathering of evidence, locating individuals, and interviewing witnesses and police officers. In addition, investigators will be asked to take photographs, make audio and video recordings, and process the results of their work. The investigator will be asked to prepare physical and demonstrative exhibits for use in court, and testify in court as necessary. Investigators will occasionally be asked to transport and escort witnesses. Investigators will be expected to follow up on each and every lead as required regardless of the location or time of day. Investigators will obtain written statements and affidavits from third parties as appropriate for each case. Investigators will serve court process such as subpoenas and summons.

Careful and skilled investigations are crucial to the mission of the MCPDO because only after receiving dependable and independent facts relevant to a particular case can Assistant Public Defenders chart their defense of MCPDO clients. The MCPDO believes that reliable and thorough investigations are critical at all stages of a criminal case, and adheres to the best practices of carefully reviewing evidence, interviewing clients and witnesses, and finding and obtaining supportive documentation. Because the performance requirements of this position entail regular access to highly privileged and confidential information, MCPDO investigators must comport themselves in a manner consistent with the responsibilities entrusted to the position.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Reviews and analyzes discovery and other case documentation.
- Plan, prepare, and conduct investigation 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;
- Serve subpoenas and other legal documents; and
- Locate and conduct witness interviews.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- The ability to testify in a professional manner in court proceedings;
- Considerable knowledge of modern practices and techniques involving the investigation, arrest, detention, defense and treatment of defendants;

- 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.
- A sound working knowledge of general office technology, audio and video equipment, computers and software, including word processing, spreadsheets, email, social media, and internet searches;
- The ability to react quickly and calmly in emergencies;
- The ability to handle difficult situations firmly, courteously, tactfully;
- The ability to secure the cooperation of others in difficult situations;
- The ability to interview effectively and evaluate information obtained;
- The ability to communicate clearly and concisely, both orally and in writing;
- The ability to follow oral and written instructions and write thorough, concise reports and correspondence;
- Strong critical thinking and problem solving skill in situations where only limited information and/or direction exists;
- The ability to pay attention to detail, and exercise sound judgment;
- The ability to observe situations analytically and objectively and to record them clearly and completely; and
- The ability and willingness to work weekends and evenings when necessary.

QUALIFICATIONS:

- Investigators must possess a Bachelor's degree, preferably in Criminal Justice, Journalism, Social Work or related field. A comparable amount of training and related experience may be substituted for the minimum qualifications.
- The duties of a criminal investigator can be physically demanding requiring a good deal of physical exertion. Investigators must be able to perform the essential functions of the position with or without accommodation.
- Investigators must possess a valid Driver's License, supplemented by a satisfactory driving record and an insured vehicle.

COMPENSATION AND BENEFITS:

Salary Range – \$35,000.00 - \$75,000.00

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

- Low-Cost Health/Dental Insurance (Single Coverage);
- Optional Family Coverage (Health/Dental);
- Accrue Thirteen Annual Leave Days per Year;
- Accrue Thirteen Sick Days per Year;
- Thirteen Paid Holidays per Year;

- Retirement Plan; and
- Flexible Employee Benefit Plans.

Interested applicants should send a resume and cover letter to careers@montgomerydefender.org
Please indicate the position you are applying for in the subject line.

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