

Position Announcement

PART TIME ASSISTANT INVESTIGATOR

The Federal Defenders of Montana, Inc. (FDOM), the community defender organization serving the State and District of Montana, is soliciting applications for the position of a part time, 20 hours per week, Assistant Investigator to be stationed at our Billings Office. FDOM is a nonprofit corporation, funded by the Administrative Office of the United States Courts. The organization is not an agency of the federal government; staff members are not federal employees. FDOM provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

POSITION REQUIREMENTS:

Candidates must have a working knowledge of investigative principles and techniques; a general knowledge of office practices and legal processes; a demonstrated ability to recognize and analyze problems and recommend practical solutions; an understanding of criminal law, criminal procedure and evidence; ability to read, analyze and interpret common technical journals and legal documents; ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; communicate orally and in writing. Computer experience, preferably with Windows-based, Microsoft Office software programs is required.

DESCRIPTION OF DUTIES:

The Assistant Investigator gathers and reviews discovery and other case documentation; assists attorneys and staff with case preparation; maintains investigative files; assists with witness location and interviews; provides support services to attorneys and investigators at hearings and trials; utilizes computer software for word processing, databases and graphics; and performs all other duties as assigned. Travel may be required.

Starting salary range is \$16.95/hour to \$25.69/hour dependent on experience and qualifications. Women and minorities are encouraged to apply. The Federal Defenders of Montana, Inc., is an equal opportunity employer and maintains a drug-free workplace. Applications must be received no later than June 30, 2021. No telephone inquiries. Only those applicants granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement.

Application Process: To apply, email your cover letter, resume, and references to mtx_employment@fd.org in a single Adobe PDF file using the subject line "MTX-ASSISTANT".