

**METROPOLITAN PUBLIC DEFENDER'S OFFICE
NASHVILLE & DAVIDSON COUNTY**

Invites Applications For The Position Of:
Criminal Investigator



An Equal Opportunity Employer

Non-Civil Service Position

SALARY: \$42,924.54 - \$55,801.57 Annually

SALARY GRADE: ST09

ISSUE DATE: February 27, 2018

FINAL FILING DATE: Open until filled

The Metropolitan Public Defender's Office represents adults accused of crimes in Davidson County who cannot afford to hire a lawyer, and children in Davidson County charged with being delinquent and unable to hire a lawyer. Cases range from the least serious misdemeanor to complex capital murder cases. Our mission is to provide zealous representation to our clients and to fight for equal justice for the indigent accused. The guiding principle of the Office is that each client is entitled to quality representation that recognizes the client's dignity and achieves the best possible outcome for the case. Our attorneys, investigators, social workers and support staff take great pride in providing a high level of service.

RESPONSIBILITIES:

- Working closely with staff attorneys and other defense team members to determine the scope, timing, and direction of defense investigations;
- Identifying, locating, and interviewing state and defense witnesses;
- Reviewing and analyzing discovery, including police reports and other case documentation;
- Examining, documenting and photographing crime scenes;
- Locating and collecting records;
- Taking detailed witness statements and performing background checks;
- Serving subpoenas and testifying in court about work conducted in the course of investigations;
- Consulting with staff attorneys on investigation progress and results;
- Diligently and thoroughly documenting all work and information gathered in PD data system;
- Establishing rapport with clients and witnesses that overcomes barriers those individuals may have against the disclosure of sensitive information.

This is a non-supervisory position. The Investigator receives general supervision from the Chief Criminal Investigator and the attorneys with whom the investigator works.

JOB REQUIREMENTS: Seeking an intelligent, motivated, energetic, and fearless individual who believes in the presumption of innocence, cares about protecting the constitutional rights enumerated in the Fourth, Fifth, and Sixth Amendments to the United States Constitution, and has a deep commitment to serve underprivileged individuals. Excellent interpersonal skills, including the ability to develop relationships with a wide range of people; Strong work ethic; Creativity and flexibility in solving problems and meeting challenges; Strong analytical and communication ability; Detailed and organized; Solid writing skills is must. In addition to these attributes, applicants must also have a valid driver's license and a bachelor's degree from an accredited college.

STRONGLY PREFERRED QUALIFICATIONS: Bachelor's degree in a relevant field; prior experience in a public defender office or as a defense investigator; familiarity with Nashville; strong ties to the community; active in social justice issues. Background in journalism, law or media. Fluency in English and Spanish.

IF YOU DO NOT MEET THE JOB REQUIREMENTS, PLEASE DO NOT APPLY. If you do not meet the criteria but apply anyway, your application will not be considered.

Applications (resume and cover letter) will ONLY be accepted by e-mail, and should be sent to the Administrative Services Manager at PD.Applicants@nashville.gov.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No.SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

The Metropolitan Public Defender's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.

♿ Requests for ADA accommodation should be directed to the Recruitment Center @ (615) 862-6640.