

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

*Invites Applications For The Position Of:*

# **Administrative Service Officer 4-Chief Public Defender Investigator**



**\*Non-Civil Service Position\***

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**SALARY RANGE:** \$57,364.50 - \$74,576.38 Annually

**ISSUE DATE:** June 13, 2019

**CLOSING DATE:** July 5, 2019

The Nashville Defenders seek to provide zealous representation to our clients, and to fight for equal justice for the indigent accused in Nashville, TN. We represent adults accused of crimes and children charged with delinquency offenses in Davidson County who cannot afford to hire a lawyer. Cases range from the lowest level misdemeanor to capital murder cases. Guiding principles of the Office are that each client is entitled to effective representation; to the best outcome possible for their case, as determined by the client; and to be treated with dignity and respect.

## **POSITION DESCRIPTION:**

The primary role of the Chief Investigator is to plan, organize and direct the Investigations Division of the Nashville Defender's Office. Typical responsibilities include overseeing, supervising, and conducting professional investigative work to support the representation of indigent clients in Metro Nashville Davidson County. The Chief Investigator provides support and resources to the Chief Public Defender and Assistant Public Defenders prior to, during and after misdemeanor, felony and juvenile criminal cases. This position has the responsibility for managing the entire investigative staff of the Nashville Defender's Office. The Chief Investigator will also be responsible for management and oversight, but may also investigate cases that represent the most serious, complex, high profile, and/or significant cases in the Office.

## **TYPICAL DUTIES:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; addresses employee concerns and problems and counsels or disciplines as appropriate; assists with or

completes employee performance appraisals; directs work; acts as a liaison between employees and management; interviews applicants; and trains staff in operations, policies, and procedures.

- Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and develops or revises procedure manuals.
- Plans and directs the activities and operations of the Investigations Division: reviews cases assigned to subordinate Investigators; oversees, leads, and advises on investigative work; conducts investigative team meetings; establishes goals; ensures compliance with policies and procedures; creates and revises Investigations policies and procedures; develops and implements Investigations standards and protocols; ensures proper maintenance, distribution, and resolution of problems with vehicles, and investigative equipment; prepares division reports; and manages related administrative functions.
- Stays abreast of criminal investigative techniques, practices, and courtroom procedures and ensures same for staff: evaluates staff training needs; develops, coordinates, secures, or conducts training for staff; attends seminars and training courses; and obtains various criminology certifications.
- Oversees and conducts investigations and assists Assistant Public Defenders in preparing complex cases for hearings and trial: reviews case files and identifies investigative tasks; consults with Assistant Public Defenders regarding defense; assists in determining case theories and investigative approach; conducts pre-trial conferences; drafts and executes court orders for evidence; collects, secures, and analyzes evidence, ensuring chain of custody is maintained; utilizes various investigative tools, resources, and programs to obtain necessary information; surveys, photographs, and sketches crime scenes; compiles witness lists; and testifies in court.
- Provides assistance and advocacy to indigent clients: visits and communicates with clients in jail or prison; provides information and updates regarding case status and court proceedings; and provides social service referrals and information to assist clients.
- Prepares, gathers, reviews, compiles, and processes a variety of documents and information related to investigative activities: gathers and compiles necessary information including incident reports, certified prior convictions, criminal histories, crime lab information, defendant, victim and witness statements, interrogation/interview footage, 911 dispatch transcripts, and medical records; reviews financial records, crime lab reports, patient records, and other investigative information; drafts investigative reports, case summaries, evidence requests, and related documents.

### **MINIMUM QUALIFICATIONS:**

Ideal candidates will be familiar with the principles of client-centered representation, and willing to practice in that model. They should also believe in the presumption of innocence and care about protecting the constitutional rights enumerated in the Fourth, Fifth and Sixth Amendments to the United States Constitution. Candidates should also demonstrate a commitment to serving marginalized persons and communities, and the ability to recognize and respect the human dignity of every person. Applicants must have a Bachelor's Degree in criminology, criminal justice or a related field; supplemented by five years of progressively responsible experience in investigative or related, transferable fields to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PREFERRED QUALIFICATIONS:**

- Bilingual
- Prior Experience working in a Public Defender office or as a defense investigator
- Familiarity with the city of Nashville
- Training or experience in criminal investigation techniques

## **LICENSE REQUIRED:**

Applicants must have a valid Class D Driver's License and be able to successfully complete a defensive driving course.

Applications (resume and cover letter) will **ONLY** be accepted by e-mail, and should be sent to Martesha L. Johnson at [NDApplicants@jis.nashville.org](mailto:NDApplicants@jis.nashville.org).

*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.