



FEDERAL PUBLIC DEFENDER  
CENTRAL DISTRICT OF ILLINOIS

**POSITION ANNOUNCEMENT**  
**INVESTIGATOR**

Posted: December 12, 2018

Application deadline: December 28, 2018

The Federal Public Defender for the Central District of Illinois is accepting applications for the full-time, permanent position of Investigator. The position will be based in the Peoria office with primary investigative responsibility for the Peoria and Rock Island Divisions. The Federal Public Defender's Office operates under the authority of the Criminal Justice Act 18 U.S.C. § 3006A to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel. The office represents indigent criminal defendants in the federal courts in Peoria, Rock Island, Springfield, and Urbana, Illinois.

**Requirements and Qualifications:** Applicants must be United States Citizens or authorized to work in the United States. To qualify for this position, the applicant must be a college graduate and have six or more years of experience (three of which must be specialized) in criminal investigation or information gathering. Excellent writing skills, computer proficiency, the ability to communicate and work well with others, demonstrated interest in criminal justice, commitment to obtaining justice for indigent persons, and the ability to perform each of the tasks associated with this position are also required. Specialized experience may include the ability to identify and evaluate pertinent facts and regulations, policies, and precedents; skill and judgment in the analysis of cases and legal opinions; an understanding of criminal law, criminal procedure, and evidence; and experience as an investigator performing progressively responsible duties. A variety of prior experience, including in non-legal fields and/or social work, paralegal or legal assistant training, would be helpful. Applicants must have a valid driver's license and the ability to travel across the Central District of Illinois, as duties involve significant travel. This position requires considerable resourcefulness, creativity, initiative and drive; the ability to analyze and evaluate facts, evidence and related information; as well as tact, integrity and discretion.

**Job Description:** The Investigator will assist attorneys by:

- investigating and analyzing cases;
- locating and interviewing victims, witnesses, and law enforcement personnel;
- locating and gathering records, reports, and documents and serving subpoenas;
- visiting and recreating crime scenes by measuring, photographing, and sketching;
- establishing and maintaining good working relationships with individuals and agencies that interact with this office;
- preparing clear oral and written reports;
- using complex software and hardware (ex. cameras, audio recorders, and other equipment);
- participating in preparation for court proceedings; and
- testifying in court.

**Salary and Benefits:** This position is in the excepted service and offers full federal benefits (subject to the terms of the benefit packages), including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and sick leave, and paid holidays. Direct deposit is required for payment of compensation of employees. The selected candidate will be subject to an FBI fingerprint check as a

condition of employment, and may be subject to periodic updates. Starting salary will be commensurate with experience with a range from JSP (Judiciary Salary Plan) Grade 11, Step 1 to JSP Grade 14, Step 1 (currently \$61,218 to \$103,106).

**Application Information:** Qualified persons may apply by sending the following items, in one PDF document, to:

[ilchr@fd.org](mailto:ilchr@fd.org)

- (1) letter of interest
- (2) detailed resume with contact information for three professional references
- (3) report writing sample of an investigation that you have prepared
- (4) completed AO78 Application for Judicial Employment

The Federal Public Defender for the Central District of Illinois is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Costs associated with interviewing and relocation will not be reimbursed. **No telephone inquiries.**

# FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name ( <i>Last, First, Middle Initial</i> )	2. Phone Number
3. Present Address ( <i>Street, City, State, Zip</i> )	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth ( <i>complete only for law enforcement positions</i> )

## GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, give the Country of your citizenship _____
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan                      Grade                      Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____ _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____ _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES <input type="checkbox"/> NO	(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)

## BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 10 years, have you been convicted, imprisoned, on probation, or on parole? ( <i>Include felonies, firearms or explosives violations, misdemeanors, and all other offenses</i> )	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. Have you been convicted by a military court-martial in the past 10 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? ( <i>Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan).</i> )	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

## EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, Date of Completion _____
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b. Name and location of colleges or universities attended ( <i>including law schools</i> )	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

### JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

### APPLICANTS FOR LEGAL POSITIONS

18. a. Are you admitted to the Bar?  YES  NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to

18b. \_\_\_\_\_

Is your Bar membership

ACTIVE  INACTIVE \_\_\_\_\_

b. What was your scholastic standing in law school?

UPPER ½  UPPER ⅓  UPPER ¼

c. Were you a member of an editorial board of law review or a

YES  No

moot court participant?

**19. REMARKS** (*Use this space for continuation of answers. List the item number being explained.*)

**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_