

COMMITTEE FOR PUBLIC COUNSEL SERVICES
PUBLIC DEFENDER DIVISION

44 Bromfield Street
Boston, MA 02108
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January 23, 2012

Criminal Defense Investigator

The Public Defender Division of the Committee for Public Counsel Services is seeking to hire one full-time staff criminal defense investigator for its Brockton District Court office.

Working under the direction of the attorney assigned to the case, the criminal defense investigator locates and interviews witnesses and clients, and works to obtain, collect, and analyze a wide variety of information that may assist in the representation of clients, who are indigent persons charged with criminal offenses.

Key Responsibilities:

- locate and interview witnesses and clients;
- prepare and present oral and/or written reports to attorneys;
- photograph, videotape, and sketch alleged crime scenes;
- take measurements of crime scenes utilizing GPS and/or surveyor's wheel;
- conduct surveillance;
- develop familiarity with social networking sites, online search engines, RMV and internet public record databases;
- keep accurate records of all phases of investigation;
- testify in court;
- utilize computer for on-line access to the Registry of Motor Vehicles;
- network and maintain personal contact with individuals in various agencies (e.g., police departments, hospitals, ambulance services, courts) to facilitate access to witnesses and records;
- advise attorneys regarding changes and developments in investigative tools and techniques;
- develop familiarity with Massachusetts law as it relates to crimes, evidence, and the rules of criminal procedure;
- occasionally provide transportation for witnesses and clients to court or other facilities.

Requirements:

- must possess a valid and active Massachusetts driver's license and have full access to a dependable automobile;
- experience with Microsoft Office, internet databases, online searches and databases, and camera and video equipment;
- strong interpersonal skills, and ability to communicate effectively, orally and in writing;
- good analytical and time-management skills;
- bilingual abilities a plus.

Staff investigators work under the direction of the Director of the office, the Chief Investigator, and the Regional Supervising Investigator and work collaboratively with other staff investigators, District Court Directors, Superior Court Attorneys-in-Charge, and CPCS Administration.

Salary: For current CPCS investigators applying for this positions this is a lateral transfer with no change in salary. The salary for this position begins at \$30,795/year, and is based upon the actual experience of the candidate selected.

Application: Applicants should submit (1) a letter of interest, (2) a résumé, and (3) a writing sample as separate document attachments to the following email addresses: pdowney@publiccounsel.net AND kcormier@publiccounsel.net. To be assured that your application is duly considered, it must be sent to both recipients listed. If you are applying to more than one location, please indicate this in your cover letter and send the application to all the relevant email addresses listed.

Applications must be submitted by February 7, 2012, but may be accepted until the position has been filled.

The Committee for Public Counsel Services is an equal opportunity employer.
The agency actively seeks to diversify its workforce.