

Virginia Indigent Defense Commission
Fairfax Public Defender Office
Investigator I
Starting Salary: \$41,132

The Virginia Indigent Defense Commission (VIDC) is now accepting applications for the position of Investigator I in the Fairfax Public Defender Office. The Fairfax Office is seeking a self-motivated individual to perform investigative work for public defense cases. The VIDC is committed to providing quality legal services for indigent defendants charged with criminal offenses. The Investigator I reports to the Public Defender of the Fairfax Office and is employed at will.

Duties:

This position is responsible for gathering documents, taking photographs and measurements, serving subpoenas and any other necessary steps resulting in a thorough investigation. Other additional duties include conducting interviews of all relevant witnesses and defendants to gain relevant information aiding in the preparation of cases and will appear in court as needed. The position is required to have close interaction and build rapport with members of the public defender team.

Qualifications:

Knowledge of the criminal justice system including court proceedings as well as experience using investigative techniques and procedures. Additional qualifications include experience using Microsoft Office products and internet research tools. The qualified incumbent will have the ability to develop and maintain skills in time management and organization as well as work independently and dependently in a team driven environment. The ability to communicate effectively both orally and in writing is also required. The desired candidate will have a related degree and or prior experience in Investigation or law enforcement.

How to Apply:

Applicants should submit a complete state application, resume, cover letter and references via one of the following methods, online to Virginia State Job's website, job.virginia.gov and search under Virginia Indigent Defense Commission, e-mail to the Public Defender at TPetit@idc.virginia.gov, standard mail: Public Defender Office of Fairfax, Attn: Mr. Todd Petit, Public Defender, 4103 Chain Bridge Road, Suite 500 Fairfax, Virginia 22030 or use the following quick link below.

jobs.agencies.virginia.gov/applicants/Central?quickFind=101880

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