

Virginia Indigent Defense Commission
Arlington Public Defender Office
Investigator II
Starting Salary: \$48,183

The Virginia Indigent Defense Commission (VIDC) is now accepting applications for the position of Investigator II in the Arlington Public Defender Office. The Arlington 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 II reports to the Public Defender of the Arlington 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:

Considerable knowledge of the criminal justice system including court proceedings as well as experience using investigative techniques and procedures. Experience using Microsoft Office products and internet research tools are needed along with skills in writing reports and case summaries to document investigation. The qualified incumbent will have the ability to gather and analyze information and draw a supportable conclusion, 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. Prior supervisory experience is also desired.

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 or use the following quick link below.

jobs.agencies.virginia.gov/applicants/Central?quickFind=103135

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