EMPLOYMENT ANNOUNCEMENT

August 9, 2023

INVESTIGATOR POSITION

The Tennessee Office of the Post-Conviction Defender (OPCD) is accepting applications for an Investigator position. All levels of experience will be considered. The application deadline is September 1, 2023. Applications will be reviewed on a rolling basis.

OPCD is an independent agency of the Tennessee state government. The agency represents people on Tennessee’s death row in appealing their convictions and sentences in state court, as well as in seeking clemency from the Governor. The office also provides non-case-specific assistance and educational resources to trial counsel appointed in capital cases. OPCD handles cases throughout Tennessee and travel is required. The office and the position are located in Nashville. Please see www.tnpcko.net for further details about the agency.

The investigator will work on a team with attorneys and paralegals to develop guilt/innocence and sentencing claims on behalf of clients. The investigator will investigate the facts of the offense, the circumstances surrounding the conviction, as well as the social history of the clients, including instances of adverse childhood experiences, trauma, mental illness, and intellectual disability.

The investigator’s primary duties will include: 1) building and maintaining strong working relationships with clients and their families, 2) reviewing records related to the case, and creating work product that either summarizes or organizes the information contained therein for the use of the legal team, 3) identifying, locating, and interviewing witnesses relevant to both the offense and client’s social history, 4) drafting different types of memoranda and reports, and 5) delivering subpoenas to witnesses for evidentiary hearings and assisting with managing the witnesses at the hearing.

Minimum Qualifications:

- Commitment to providing high-quality representation to those convicted and sentenced to death
- Basic understanding of mental illness, intellectual disability, trauma, and racial justice issues
- Ability to collaborate closely with others in a team setting
- Ability to work and communicate with people from a variety of cultural backgrounds
- Clear oral and written communication skills
- Organizational and time-management abilities
• Ability to conduct overnight travel a minimum of 10-15 days a month in and outside of Tennessee
• Flexibility to work evenings and weekends
• A High School diploma or G.E.D.
• A valid driver’s license and willingness to drive extensively in and out of state

Preferred Qualifications:
• A college degree in a relevant field, such as social work, psychology, or journalism
• Prior investigative experience

Benefits and Compensation:
• Salary ranges from $58,140 to $105,180, based on years of relevant experience and level of education.
• No state income tax
• Health, dental, vision, life, and disability insurance, as well as pharmacy benefits
• Ten (10) weeks of paid parental leave
• Generous annual, sick, and compensatory time accrual, in addition to other types of leave
• Retirement program recognized as one of the top 5 strongest pension funds in the country
• Partial tuition fee waivers at state institutions of higher learning for state employees and discounts on undergraduate tuition for children of state employees
• Flexible work hours, including some ability to work remotely
• In-house and national training opportunities

For more detailed information regarding the benefits of Tennessee state employees, please visit: https://www.tn.gov/careers/employeebenefits.html. For more information about the state retirement program, please visit: https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees.

The OPCD is firmly committed to creating a diverse and inclusive work environment and to the principle of fair and equal employment opportunities for all citizens. The OPCD strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subject to discrimination and harassment in the workplace.

Interested candidates should send: 1) a cover letter discussing their interest in capital defense work and qualifications for the investigator position; 2) a resume; 3) three professional references; and 4) a short writing sample to apply@tnpcdo.net. Application deadline is September 1, 2023.

Applicants will receive a questionnaire to complete once they submit their application materials. Interviews with final candidates will be conducted in person. The selected candidate will have an anticipated start date between October 1 and November 1, 2023. Accommodation of remote work for a limited amount of time will be considered for qualified applicants needing to relocate to Nashville.