ABOUT THE FIRM: Multnomah Defenders, Inc. (MDI) is a non-profit public interest law firm established in 1982. Our mission is to provide high quality representation to our clients and to treat every client with dignity and respect. MDI operates with a staff of 60 people, including attorneys, trial assistants, and investigators. MDI lawyers defend adults and juveniles in courts of Oregon in criminal, juvenile, contempt and appellate matters.

POSITION: An investigator actively seeks information that will help an attorney in the zealous advocacy of their clients. This can involve in-office tasks such as searching and requesting records, processing and certifying paperwork, and proactively making calls. It also involves being in the field obtaining testimony from others, serving subpoenas, and accurately collecting and documenting relevant facts. It will require regular in-person contact – including regular trips to the courthouse, trips to correctional facilities, and time spent locating and speaking with people who have direct or peripheral relation to a client’s matter.

A reliable mode of transportation is required for this work. And it should be noted there are times MDI Investigators need to testify in court and comfort doing so is a must.

Investigators report to the Executive Director and work closely with a team of attorneys.

COMPENSATION: This position is represented by a Bargaining Unit. Medical, Dental, and Vision Insurance provided. Generous sick time, vacation time, and annual merit-based reviews with raises also provided. Entry level salary begins at $43,833 and has a range up to $71,402, with increased steps depending on experience and qualifications. MDI provides reimbursement for work-related mileage and AAA Membership.

TO APPLY: Candidates will be reviewed on a rolling basis. Please email a cover letter and resume to jobs@multnomahdefenders.org.

JOB DESCRIPTION

The essential duties of this position include, but are not limited to, the following elements:

1. Locating and interviewing people with relation to or relevant information concerning our clients’ cases;
2. Preparation of detailed written reports;
3. Viewing and photographing evidence and crime scenes;
4. Preparation of diagrams, maps and trial exhibits;
5. Testifying in court;
6. Developing leads and sources of information, primarily within the Tri-county area and required subpoena service;
7. Complete mileage/time records;
8. Maintain clear and concise log notes in our case manager software, Action Step;

9. Maintain availability to the office staff between 8:00 am and 5:00 pm by cellular telephone and by some established office hours;

10. Maintain a calendar in order to meet case deadlines

QUALIFICATIONS

1. MDI Investigators must have or pursue DPSST certification;

2. Attention to detail, strong writing and communication skills, ability to empathetically relate to others are key qualities to excel in this job; as well as tech, media, and social media/internet literacy

3. Ability to identify legal issues and conduct comprehensive investigations utilizing proper investigative channels and protocols;

4. Strong communication skills, including the ability to testify in court and to deal effectively with a wide variety of people;

5. Strong writing ability, including the skills to record interview material accurately;

6. Ability to work independently as well as cooperatively within a legal services team

MDI is an equal opportunity employer. We do not discriminate based on race, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. MDI values diversity in our hiring decisions.