

**STATE OF IDAHO ANNOUNCES**  
**INVESTIGATOR**  
**OFFICE OF THE STATE APPELLATE PUBLIC DEFENDER**

**ONE CURRENT OPENING – BOISE**

**Salary range of**  
**\$46,000 to \$48,000**  
**Depending on experience**

**OPEN POSITION:** The Office of the Idaho State Appellate Public Defender (SAPD), Capital Litigation Unit (CLU), is accepting applications for the position of Investigator. The CLU represents indigent clients on direct appeal and in post-conviction proceedings who have been convicted of murder and sentenced to death throughout the State of Idaho. The capital investigator reports to lead counsel and is employed at will.

**POSITION DESCRIPTION:** The CLU provides capital defense services through a staff of dedicated attorneys, a mitigation specialist, a fact investigator, and an administrative assistant, as well as contracting with outside forensic, mental health, and other experts. The CLU emphasizes team-based defense and a holistic approach to questions of culpability and mitigation. The CLU is committed to the following values:

- Excellence in the provision of capital defender services for indigent defendants, accepting that ABA Guidelines for high quality representation in capital cases set a minimum standard in the field;
- Client-centered and relationship-based work that respects the humanity and dignity of all involved in the criminal justice system;
- Innovation and creativity in the provision of capital defense services.

**DUTIES:** The primary function of the capital investigator is assisting in the post-conviction representation of indigent defendants convicted of murder and sentenced to death, through the reinvestigation of both the guilt and penalty phases of the case. The responsibilities of the capital investigator include developing and maintaining positive and productive working relationships with clients and significant other case participants; investigating the facts and circumstances of the alleged offense and the client's background; developing personal, family, and social histories; locating and interviewing witnesses; traveling to correctional institutions within and throughout the state to visit with incarcerated clients and witnesses; requesting, reviewing, analyzing, and summarizing records and information; organizing a case file; providing support for attorneys in preparation of litigation and court proceedings, including but not limited to serving subpoenas, witness identification and relations, and preparing witness affidavits; assisting in the identification, selection, preparation, and presentation of expert witnesses; and researching and writing on a myriad of issues.

**QUALIFICATIONS:** Applications will be judged according to the following criteria (in no particular order), and applicants are expected to address the criteria in their application.

- College degree, or equivalent work experience;
- A commitment to excellence in the provision of criminal defense and capital defender services;
- Related work experience (criminal defense or capital defense investigation or mitigation work) preferred;
- A commitment to working with clients in poverty;
- Highly developed interpersonal and organizational skills;
- Clear written and oral expression;
- An organized and precise work practice with attention to detail;
- Creativity and energy in providing indigent defense and capital services;
- Strengths in teamwork, client relations, and relationship building;
- Computer literacy, including but not limited to, the use of Microsoft Office applications, as well as spreadsheet, database programs, case management software, and media research;
- Spanish language fluency preferred;
- Valid driver's license, with the ability and willingness to travel within and throughout the jurisdiction, including travel to courts and various correctional institutions.

**HOW TO APPLY:** Qualified applicants interested in applying for this position must submit 1) a cover letter, 2) resume, and 3) two letters of recommendation. The required application materials must be received no later than February 21, 2014 at 5:00 pm. Please direct all application materials to:

Rachel A. Murray  
Office Administrator  
State Appellate Public Defender  
3050 N. Lake Harbor, Suite 100  
Boise, ID 83703  
(208) 334-2712  
[rmurray@sapd.state.id.us](mailto:rmurray@sapd.state.id.us)

Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.