

**EMPLOYMENT ANNOUNCEMENT
STATE OF FLORIDA
OFFICE OF THE CAPITAL COLLATERAL REGIONAL COUNSEL—SOUTH**

Job Title:

Investigator

Job Location:

Fort Lauderdale, Florida

Job Type:

Legal – Defender

Organization Information:

Office of the Capital Collateral Regional Counsel- South
110 SE 6th Street, Suite 701
Fort Lauderdale, FL 33301

Position Description:

The Office of the Capital Collateral Regional Counsel–South (“CCRC-South”) is a State of Florida agency which represents indigent Florida death row inmates in postconviction proceedings challenging the legality of their convictions and sentences in state and in federal courts. CCRC-South is based in Fort Lauderdale, Broward County, and is primarily tasked with cases originating in South Florida. CCRC-South may also be appointed to cases originating in other regions of the State when circumstances require.

Each CCRC-South case is staffed by a team that includes a lead attorney with experience in capital litigation, a second-chair attorney, and a qualified legal investigator. CCRC-South Investigators are responsible for conducting detailed investigations into both guilt/innocence and penalty phase/mitigation. Investigations may involve substantial travel within the State of Florida, the United States, and, in some circumstances, internationally. As an integral member of the defense team, the investigator is guided and supervised by the attorneys assigned to each case through investigator’s reports, personal conferences, and team meetings, to achieve the desired results.

Duties of the investigator include but are not limited to: review of the trial and appellate records to gain comprehensive knowledge of each case and client; collecting, indexing, maintaining and reviewing public records regarding all aspects of the case; interviewing clients, their families, and associates, and working with expert witnesses to obtain a comprehensive social history; locating and interviewing witnesses, taking witness statements, developing evidentiary leads; producing written reports and memoranda; court testimony; service of process, witness coordination, and related duties, as may be required.

Qualifications:

An ideal candidate will demonstrate: graduation from an accredited four-year college or university; a background in criminal justice, psychology, and/or social work; a commitment to indigent criminal defense. Two years of experience as an investigator and/or mitigation specialist is preferred. An equivalent combination of training and experience in a related field will be considered. Fluency in Spanish, or other language skills, is preferred.

How To Apply:

Send a current resume and at least three references to Suzanne Keffer at keffers@ccsr.state.fl.us or via mail at:

Suzanne Keffer
Acting CCRC
Capital Collateral Regional Counsel - South
110 SE 6th Street, Suite 701
Fort Lauderdale, FL 33301.

No telephone calls please.

Note:

CCRC South is a State of Florida agency, and the State of Florida is an equal opportunity employer.

Salary and Benefits:

Salary is DOE (depending on experience). The position offers full State benefits including, but not limited to:

Annual and Sick Leave benefits.
11 Paid holidays (some years include additional days depending how the calendar falls), and one Personal Holiday each year.
State Group Insurance coverage options, including health, life, dental, vision, and other supplemental insurance option.
Retirement plan options, including employer contributions. Additional Information can be found at: www.myfrs.com.
Flexible Spending Accounts
Tuition waivers.

For a more complete list of benefits, visit www.mybenefits.myflorida.com

Submission Deadline:

January 31, 2025