



# METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

**MPD** has been on the cutting edge of public defense since our inception in 1971. Formed as a non-profit law firm, MPD contracts with the State of Oregon for public defense services. MPD was the first public defender organization under this system. MPD is the largest single provider of trial level public defense services in the state of Oregon, with offices in both Multnomah and Washington counties.

**Join our dynamic team** and a part of MPD's commitment to being a leader in public defense which includes not just excellence in client representation but a strong commitment to hiring and developing a professional staff of defenders. For more information on MPD and our work visit: [www.mpdlaw.com](http://www.mpdlaw.com)

**MPD is currently searching for a Bilingual (English/Spanish) Investigator to join our Washington County Office.** An Investigator is an enthusiastic seeker of information. They cultivate leads and further areas of inquiry from available information. Investigators go where specific information may be, determining whether or not it exists, and collecting such information. This may involve searching official records, unofficial records, or quasi-official records of any form, type, or nature. It may involve obtaining the testimony of those people who have direct, peripheral, or hearsay information bearing on the matter at issue. It may involve creating evidence in the form of photographs; drawings; recordings; reproductions of documents and/or recordings; models of places, things, and conditions; or preserving physical objects for later use. The ideal candidate will have prior experience as an investigator or experience in a related field, preferably in an area that involves criminal defense and must have a valid Driver's License and a vehicle. The Investigator receives general supervision from the Chief Investigator.

This position pays \$48,000 - \$76,504. Staff are members of a union. **This is an in-office, full-time, non-exempt position.** In addition to compensation, MPD also offers:

- Medical (choice of PPO or HDHP), Dental and Vision – 100% employer paid for employee only coverage
- Flexible Spending Account (FSA) or Health Savings Account (HSA)
- Basic Life, STD, LTD and ADD&D – 100% employer paid
- 401(K) – MPD will contribute 6% of your annual salary with full vesting after the completion of 5 years of service
- PTO – 24 hours upon hire and accrue monthly to 80 hours and increase to 120 hours starting at 24 months
- 10 paid holidays + 2 personal equity days
- 4 Mental Health Days per year
- Sick Leave – 48 hours upon hire and accrues monthly after the completion of six months of employment

### **Position Qualifications**

- High school diploma or GED
- Education or experience working in the legal or social service field
- Ability to pass background check to access clients and witnesses in correctional facilities (may preclude employees and applicants arrested and jailed) and to testify in court without impeachment (may preclude employees and applicants convicted of certain crimes within the prior 15 years)
- Must have a valid driver's license and a vehicle
- Excellent verbal and written communication skills
- Fluent in Spanish

### **Position Preferences**

- Ability to lead by example in the handling of work assignments, as well as in the treatment of staff and others in the criminal justice system
- Maintains confidentiality of agency records
- Ability to work independently and as part of a team

### **Work Environment:**

- MPD fosters a work environment that is friendly, cooperative, and respectful.
- Work is generally sedentary, in an office setting, courthouse, field location or jail facility.
- There are frequent requirements for some physical activity such as carrying boxes of records weighing up to 10 pounds, stooping to extract records from files, or carrying and setting up display easels in court.

### **To Apply:**

- Submit a current resume and cover letter on why you are interested in the position and/or in supporting public defense work [via our website](#)

*Diversity and Inclusion: At MPD, we do not just accept difference; we value it and support it to create a culture of dignity and respect for all our staff.*

*MPD is proud to be an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin, or any other characteristic protected under federal, state, or applicable local law.*

*Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact Human Resources in advance to request assistance.*

*Under Oregon Law, qualifying veterans may apply for veterans' preference.*

Posting Date: 11/2024