

MAIP Staff Investigator Job Description

The Mid-Atlantic Innocence Project (MAIP) is a non-profit organization located in the District of Columbia that works to prevent and correct the conviction of innocent people in the District of Columbia, Maryland, and Virginia. We are seeking a Staff Investigator to work as an integral part of fulfilling that mission.

MAIP Staff Investigators are primarily responsible for conducting witness and document investigations into cases in which individuals are claiming innocence and conducting investigative work in cases where MAIP is representing an individual we believe has a strong innocence claim. The Staff Investigator reports directly to the Legal Director and also will work on cases under the direction of other MAIP attorneys and/or attorneys at MAIP's affiliate, the University of Baltimore Innocence Project Clinic.

Essential Job Functions

- Read screening memos, participate in screening calls, and participate actively in discussions about which cases MAIP should investigate.
- Work with attorneys and law students to develop investigative plans. Carry out those plans at the direction of attorneys.
- Review case files and interview prospective clients.
- Thoroughly prepare for and conduct witness interviews and thoroughly document those interviews after the fact.
- Regularly update our case management database about investigative activities.
- Help keep thorough files by ensuring that notes and memos are part of both the paper files kept by attorneys and the electronic files.
- Work with attorneys to ensure the success of our externship program, helping to train students, prepare students who are conducting witness interviews, and sometimes accompany students on interviews.
- Extensive travel throughout Maryland and Virginia to conduct witness interviews and prison visits. Occasional travel to federal Bureau of Prisons facilities or to interview relevant witnesses throughout the United States.
- Attempt to locate witnesses through public records or databases.
- Locate and obtain documents and other evidence from courthouses or other sources.
- Communicate with prisons about your visits with witnesses.
- Attend weekly case meetings.
- Attend and participate in MAIP events.
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time, as the scope of the job may change as necessitated by organizational demands.

Qualifications and Experience

- Bachelor's degree and previous experience working on criminal cases.
- At least 1-2 years of experience preferred.

Key Competencies

- Energetic self-starter who is highly organized, persistent, detail-oriented, and works well under pressure.
- Strong interpersonal and communication (verbal & written) skills: ability to interact effectively with a wide variety of people of diverse professional and cultural backgrounds.
- The ability to use sound judgment and maintain composure in fast-paced and high-pressure situations.
- The ability to use both computer-based and more traditional means of locating individuals and developing information about cases.
- The ability to work flexibly and collaboratively with a variety of personality types.
- Commitment to social justice, particularly the mission of MAIP and UBIPC.
- The willingness to work as part of a close-knit team.

Salary: \$50,000 per year.

Benefits: Health insurance, Metrocheck participation, generous leave policy, and family-friendly environment.

The Mid-Atlantic Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply.

As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.