



HISCOCK LEGAL AID SOCIETY

PROMOTING JUSTICE FOR ALL SINCE 1949

INVESTIGATOR – MISDEMEANOR DEFENSE PROGRAM

About Hiscock Legal Aid: Hiscock Legal Aid (HLA), founded in 1949, is a non-profit agency located in Syracuse, New York. Committed to promoting equal justice under the law, HLA is a primary provider of legal services for low-income individuals in Central New York. Learn more about our mission at www.hlalaw.org.

About the Position: Hiscock Legal Aid (HLA) seeks a detail-oriented, resourceful, and mission-driven Investigator to join our Misdemeanor Defense Program. The program provides comprehensive, client-centered representation from arraignment through final disposition for individuals charged with misdemeanors and violations in Syracuse City Court, including traffic and problem-solving courts. The Investigator plays a critical role in supporting high-quality defense representation and works closely with attorneys. The Investigator develops factual records, interviews witnesses and other relevant parties, gathers and preserves documentary and physical evidence, obtains public records, canvasses locations, and prepares written investigative reports. The Investigator may serve subpoenas and testify in court as needed and collaborates on case strategy and mitigation development to strengthen client advocacy.

Qualifications: Prior investigative experience in criminal defense, law enforcement, social services, or a related field. A Bachelor's Degree or equivalent professional experience is preferred. Strong interviewing and interpersonal skills, sound judgment, attention to detail, and the ability to work independently while collaborating with a legal team are essential. Candidates must be comfortable interacting with clients, witnesses, and community members from diverse backgrounds and demonstrate a commitment to client-centered representation and public service. Reliable transportation and the ability to conduct field investigations are required. Sense of humor strongly appreciated.

Salary Transparency: \$55,000 to \$85,000 annually, commensurate with qualifications and experience.

Benefits: Excellent fringe benefits include generous paid vacation, sick, personal, and hourly leave totaling more than 30 days per year; minimum of 14 paid holidays per year; health, dental, life, and vision insurance; 401(k) retirement plan with employer match; reduced membership to the YMCA of CNY; \$100 monthly parking/transportation stipend; reimbursement for bi-annual attorney registration and other professional fees; and eligibility for Public Service Loan Forgiveness.

Work-Life Balance: Enjoy standard office hours of 8:30 am to 4:30 pm Monday through Friday, and from Memorial Day until Labor Day staff can frequently take advantage of summer hours and leave at 4:00 pm. Some flexibility may be required for court appearances or field investigations.

Application Instructions: Apply now by submitting a cover letter, resume, and list of three references to Gregory W. Dewan, Esq., Executive Director, at hire@hlalaw.org.

Hiscock Legal Aid is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply.