



**Office of the Federal Defender
Middle District of Florida
Alec Fitzgerald Hall, Esq.
Federal Defender**

Vacancy Announcement #2024-015

**Position Title: Temporary Mitigation Specialist/Investigator
Duty Station: Tampa, Florida**

Posting: June 26, 2024

**Closing Date: July 12, 2024
Full-Time**

Working remotely may be considered.

The temporary Mitigation Specialist/Investigator position is assigned to a federal capital post-conviction case under 28 U.S.C. §2255. The assignment will last approximately one (1) year, with possibility of renewal each year, for the duration of the case.

The Federal Defender for the Middle District of Florida office is accepting applications for a Temporary Mitigation Specialist/Investigator in the Capital Habeas Unit located in the Tampa Office. This temporary mitigation specialist/investigator position is assigned to a federal capital post-conviction case under 28 U.S.C. §2255. The assignment will last approximately one (1) year, with possibility of renewal each year, for the duration of the case. Applicants should have a commitment to providing quality representation to indigent clients, have a reputation for personal integrity and a working knowledge of the criminal justice system.

Duties: The Mitigation Specialist/Investigator plays an integral role in the development and work up of a case. Core duties include building relationships with clients and their families; reviewing and analyzing voluminous case files and other documents; identifying and initiating new areas of investigation; locating and interviewing witnesses; gathering and assessing documentary and other evidence; drafting memoranda, declarations, chronologies, and social history reports; working with experts; serving subpoenas; and assisting with hearings. The Mitigation Specialist/Investigator will work collaboratively with paralegals and under the supervision of one or more attorneys. We expect all members of the team to contribute to discussions of case strategy. The position may require extensive overnight travel to multiple cities/states, including, but not limited to: West Palm Beach, FL; Houston, TX; Terre Haute, IN, and Chicago, IL. The applicant must be willing to work long hours, weekends, and holidays as needed.

Requirements: The Mitigation Specialist/Investigator must have a minimum of three (3) years experience relevant to the investigation and development of mitigating evidence, preferably in capital trial or post-conviction cases. Qualifying experience should demonstrate the applicant's ability to:

- Build relationships with clients and with the client's families and significant others
- Identify, locate, and interview relevant persons in culturally competent manner

- Obtain and analyze documentary and anecdotal information relevant to a criminal case and the client's life history
- Assist in the identification and selection of appropriate experts
- Communicate effectively, orally and in writing, with counsel and experts
- Work effectively as part of the defense team
- Skilled at identifying, documenting, and interpreting signs of and symptoms of mental illness, cognitive deficits, intellectual disability, substance abuse and trauma

This position requires resourcefulness, creativity, initiative and drive, the ability to analyze and evaluate facts, as well as tact and discretion. A bachelor's degree from an accredited college or university is required. A post-secondary degree in social work, psychology or another relevant field is helpful. This position requires strong organizational skills and broad familiarity with computer systems, including proficiency with electronic investigative tools, Microsoft Office programs, and Adobe Acrobat. Familiarity with court systems and the course of federal or state post-conviction litigation is helpful. Applicants must possess a valid driver's license and a personal, insured vehicle to use for business purposes.

Selection Criteria: Successful applicants will demonstrate passion and a dedication to indigent defense in criminal cases, a commitment to client centered representation, and the ability to work as part of a team.

Salary and Benefits: The starting salary for a Mitigation Specialist/ Investigator falls within a range of \$72,553 (Grade 11, Step 1) to \$158,860 (Grade 14, Step 10) per annum. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Defender are members of the judicial branch of government. They are considered "at-will" and can be terminated with or without cause. Employees are considered at-will and are not covered by the Civil Service Reform Act

How to Apply: Qualified persons may apply by submitting a **letter of interest, resume, three professional references, and sample report or memorandum in a single Adobe PDF format. Submissions that are incomplete or fail to follow the instructions above will not be considered.** An email confirming receipt of the PDF will be sent to all applicants.

Please send your submission to attention:
Office of the Federal Defender, Middle District of Florida
Evelyn Langston, Human Resources Manager
FLM_HumanResources@fd.org

Only those selected for interview will receive further communication.

Commitment to Diversity, Equity, & Inclusion: Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that

honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek an applicant who shares this belief and commitment. We embrace the unique contributions our employees can bring to the FDO because of their backgrounds, social identities, and lived experiences. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.

Prior to employment, all applicants are required to be fully vaccinated or have received the first dose in a two-dose vaccine against COVID-19. Those applicants who have only received the first dose in a two-dose vaccine are required to receive the second dose and be fully vaccinated no later than five weeks after the start of employment.

The FDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Federal Defender's Office (FDO) is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, national origin, religion, or disability. This Office is committed to a diverse staff.

*The Federal Defender is an equal opportunity employer.
Members of the BIPOC Community are encouraged to apply.*