

Federal Public Defender District of Puerto Rico

Part Time (20 hours/week)

Position Announcement # 2024-04

TEMPORARY (1 YEAR AND 1 DAY) NON-CAPITAL MITIGATION SPECIALIST

The Federal Public Defender, District of Puerto Rico, is accepting applications for the position of Non-Capital Mitigation Specialist. One temporary (1 year and 1 day) part-time (20 hours a week) position is available in San Juan with a (full-time) salary range of JSP 11-14, currently yielding \$72,553 - \$122,198, plus 2.63% Cost of Living Adjustment (COLA). Part-time salary information below.

ABOUT OUR OFFICE:

We are an office of around 50 employees with more than 25 attorneys. Our attorneys are a good mix of new and experienced lawyers, and we believe heavily in training, on and offsite, and mentorship. Our practice remains on the cutting edge, and we employ experts and technology in most of our cases – including trials. We train our attorneys to be excellent storytellers supported by non-capital mitigation specialists and investigators. Our office is energetic, passionate, and above all else, collaborative. We believe it is through the collective efforts of our attorneys and staff that our office serves its fundamental mission: providing the best defense money can't buy.



JOB DUTIES:

The Non-Capital Mitigation Specialist will assist attorneys in investigating, analyzing, developing and presenting the mitigation evidence that exists in the life history of clients. The Non-Capital Mitigation Specialist will gather and summarize social history records and will discover and conduct interviews with lay and professional people with relevant knowledge about the client's early childhood development, education, employment, and medical and mental health history. The mitigation specialist will also consult with experts, develop, and maintain relationships with clients, their family members, local social service providers, pretrial service officers, and perform other tasks as required.

REQUIREMENTS & QUALIFICATIONS:

To qualify, candidate must have a graduate degree in Social Work and/or Psychology with at least 2 years of specialized work experience. A candidate with an advanced or graduate degree in social work is strongly preferred. Specialized experience includes conducting ongoing, exhaustive, and independent investigations of every aspect of the defendant's character, including life history, records and any other circumstances or factor to assure a complete and accurate file. A Master's degree in Social Work may be considered a substitute for work experience. Applicants should have a commitment to provide quality representation to indigent defendants and have a reputation for personal integrity and must have a working knowledge of the criminal justice and correctional systems. Excellent investigative, interviewing and writing skills are essential for the position, as is the ability to locate, obtain, review, analyze and summarize relevant records. Successful applicants will be able to prioritize projects and work both independently and cooperatively. Fluency in Spanish and English is required.

CONDITIONS OF EMPLOYMENT:

Appointment to this position is contingent upon the successful completion of an FBI name and fingerprint check. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Employees are members of the judicial branch. Excepted appointments are considered "at will". Salary is payable only by electronic funds transfer (direct deposit). You must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee.

SALARY AND BENEFITS:

This is a part-time position with federal salary and benefits. The position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay. Part-time salary will be the equivalent of 50% of the full-time salary. Salary commensurate with experience and certifications. The part-time schedule for this position is 20 hours/week. Work schedule days and hours subject to discussion. All résumé information and certifications will be verified during the interview process. Final appointment is subject to a satisfactory background investigation.

This position is part-time with a comprehensive benefits package that includes Health/Vision/Dental and life insurance coverage. Flexible Spending Program. Earned paid time off. Earned paid sick leave. Paid leave for all federal/local holidays. Mandatory participation in the Federal Retirement System. Optional participation in the Thrift Savings Plan (TSP with up to 5% government matching contributions). Employee Assistance Program (confidential counseling and assistance). Credit for prior federal service. Free webinars regarding many areas and topics of physical fitness and mental wellness.

COMMITMENT TO DIVERSITY, EQUITY & INCLUSION:

Our office values diversity and 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 embrace the unique contributions our employees can bring to the FPD 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.

APPLICATION PROCEDURES:

In **one** PDF document, please submit a letter of interest, résumé, and three references to:
Federal Public Defender, District of Puerto Rico, Selection Committee
At: candy_d_carbaugh@fd.org.
Email subject line should read: **2024-04 Temporary Mitigation Application**

Applications to be considered must be received by July 5th, 2024.
This position will remain open until filled and is subject to the availability of funding.

The Federal Public Defender for the District of Puerto Rico Is an Equal Opportunity Employer. We seek to hire individuals who will promote the diversity of the office and federal practice.