



Eleni Kousoulis
Federal Public Defender

POSITION ANNOUNCEMENT

Investigator/Mitigation Specialist

The Office of the Federal Public Defender for the District of Delaware is accepting applications for a full-time Investigator/Mitigation Specialist. The office operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters by appointment from the court.

Job Description: The Investigator/Mitigation Specialist is responsible for investigating assigned cases, and developing and analyzing mitigation evidence for court proceedings to aid the court in making decisions regarding pretrial release, trial, and sentencing, including obtaining and verifying documents and evidence, interviewing clients and witnesses, reporting findings, and assisting attorneys in trial and sentencing preparation, as well as investigating, analyzing and presenting mitigation evidence existing in a client's life history.

Duties and Responsibilities:

- Review and analyze discovery and other case documentation. Assist in determining scope, timing and direction of the investigation. Initiate new areas of investigation.
- Locate and conduct interviews of all witnesses including prosecution, defense and expert witnesses. Evaluate witnesses and discuss relevant value with the attorney.
- Consult with experts and provide information to experts, coordinate evaluations, clarify the focus and specifics of the issues to be addressed. Assist the expert as needed. Maintain a filing and reference system for mitigation and mental health literature, including biographies and areas of expertise of available experts.
- Report findings of interviews and of the investigation to the responsible attorney.
- Locate, view and retrieve tangible evidence, personal property and other relevant material and/or objects.
- Photograph and/or sketch all relevant persons, places and things. Where appropriate, prepare a sentencing report and/or mitigation video for submission to the court.

- Assist the attorney at hearings and trials by evaluating testimony, coordinating witnesses and documents. Serve subpoenas and notify defense witnesses of court appearances.
- Utilize computer software for word processing, databases, and graphics. Assist the attorney in developing demonstrative evidence for use at trial.
- Obtain necessary client signatures and ensure all release forms are current and timely.
- Locate and conduct witness interviews to discover information to assist the attorney in advocating for pretrial release, and to develop all mitigating circumstances in the client's life to assist at trial or sentencing.
- Gather, investigate, validate and report to attorney all aspects of client's life history.
- Investigate the client's background for medical, psychological, criminal, and other areas that may justify a departure from applicable sentencing guidelines. When appropriate, research and develop possible alternative sentencing plans.
- Prepare sentencing presentations in writing or through video or other methods as requested, to include testifying.
- Facilitate the client's entry into the necessary and available inpatient and outpatient treatment programs for substance abuse or mental health conditions and into the necessary and available housing and or vocational training programs.
- Develop and maintain a list of service providers in various fields.
- Maintain familiarity with programs within the Bureau of Prisons. Develop rapport, interaction with case managers, physicians, and attorneys within the institutions.
- Develop and maintain relationships with clients, their family members, local social service providers, and pretrial service officers.
- Perform all other duties as assigned.

Requirements: Applicants must be a high school graduate or equivalent, and have at least three years of general experience and three years of specialized experience. Some higher education may be counted toward the six-year experience requirement. Criminal defense experience is preferred, but applicants must have at least a working knowledge of the criminal justice system and legal terminology. Comprehensive knowledge of fact and mitigation investigation principles, methods, and techniques are imperative, as is the ability to identify and

evaluate pertinent facts. The applicant should also have excellent people skills, good judgment, strong technical skills, the ability to prioritize, and work independently and cooperatively. Commitment to the indigent and personal integrity are essential. Must have computer skills and social media literacy, familiarity with Windows operating systems and be proficient with Microsoft Office applications and Adobe Acrobat. A valid driver's license is required. Travel within the state and occasionally elsewhere will be required. The ability to speak, read, and write Spanish is preferred, but not required.

Special Working Conditions: Work outside of normal business hours and on weekends is occasionally required. Travel for training or conferences is required.

Selection Criteria: Successful applicants must: demonstrate an interest in indigent defense or criminal justice; be team-oriented and able to work within time-sensitive deadlines; have excellent oral and written communication and interpersonal skills; be highly organized and able to prioritize; have strong analytical skills; be able to work independently and cooperatively, be flexible, and exercise good judgment in a mature and diplomatic manner; have a proven work ethic and reputation for personal and professional integrity; and possess initiative, attention to detail, and the ability to adhere to confidentiality.

Salary and Benefits: This is a full-time, at-will position, and subject to the availability of funding. Salary is commensurate with experience and qualifications, and payable only by direct deposit. Benefits include health and life insurance, paid leave and holidays, and a Thrift Savings Plan. For more information on judiciary benefits, see <https://www.uscourts.gov/careers/benefits>.

Background Check: The selected candidate will be subject to a fingerprint check and background investigation. Employment will be provisional and contingent upon satisfactory completion of the required background investigation.

How to Apply: Qualified persons may apply by emailing a letter of interest, resume, and three references in a single PDF document to:

Eleni Kousoulis Federal Public Defender

Email address: defpd@fd.org

Subject line: Investigator/Mitigation Specialist Application

This position will remain open until filled. Only those selected for an interview will be contacted.

The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls or email inquiries.

The Federal Public Defender is an equal opportunity employer.