

**POSITION ANNOUNCEMENT**  
**Mitigation Specialist – Capital Habeas Unit (CHU)**  
**Office of the Federal Public Defender**  
**District of Arizona, Phoenix**

THE FEDERAL PUBLIC DEFENDER is accepting applications for a mitigation specialist. The position will be stationed in Phoenix, but the mitigation specialist will work from home. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel. Attorneys and staff in the CHU represent prisoners who are under a sentence of death, including in federal habeas corpus and clemency proceedings. Our office is client-centered, team-oriented, and committed to diversity.

**Requirements.** To qualify for this position, a bachelor's degree in social science or services and two years of specialized experience in social science, research, or mitigation is required. A master's degree in social science or services is strongly preferred. Qualifying experience should involve performing the following types of duties: conducting ongoing, exhaustive, and independent investigations of every aspect of the client's character, life history, record, and any circumstances of the offense, or other factors, which may provide a basis for a lesser sentence; building relationships of trust with clients and witnesses; identifying signs of trauma, mental illness, cognitive deficits, and other impairments; working with expert witnesses; and maintaining complete and accurate files. This is not an entry-level position. Computer literacy is necessary, and experience with Word, Adobe Acrobat, Microsoft Excel, CaseMap, Westlaw, Lexis and Accurant are preferred. Regular and extended travel is required, including outside of business hours. Appointment is subject to U.S. Citizenship, a satisfactory background investigation, and a case conflicts check.

**Duties.** The mitigation specialist will be part of a team that represents people sentenced to death in Arizona and other states and plays an integral role in investigating, analyzing, developing, and presenting mitigation evidence in the life history of clients. They will gather and summarize social history records; conduct interviews in culturally competent manner with lay and professional people with relevant knowledge about the client's early childhood development, education, and employment, as well as their medical and mental health histories; and prepare memoranda and other work product related to these investigations. Other duties include recommending and consulting with experts; developing/maintaining relationships with clients, their family members, and other witnesses; and other relevant responsibilities as assigned.

**Selection Criteria.** The successful candidate will have a commitment to providing quality representation to indigent defendants and have a reputation for integrity. They will have a working knowledge of the criminal justice and correctional systems, mental health and other social services, and psychology and psychological testing. Excellent 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 with attorneys, investigators, and office staff.

**Salary and Benefits.** Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from JSP-11, Step 1 to JSP-14, Step 1, currently yielding \$72,037 to \$121,328 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

**How to Apply.** Qualified persons may apply by sending via e-mail a letter of interest, resume, and representative writing sample. References will be required from candidates selected for an interview. Applicable experience should be described in detail. Send completed application to the Personnel

Administrator, Federal Public Defender, District of Arizona, at [azx\\_hr@fd.org](mailto:azx_hr@fd.org). Announced January 11, 2023; Closing date February 3, 2023 or until position is filled.

***The Office of the Federal Public Defender is an equal opportunity employer.  
Women, minorities, individuals with disabilities, and Spanish speakers are encouraged to apply.***