



# FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF OHIO

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## **MITIGATION SPECIALIST – TRIAL UNIT Position Announcement 24-008**

### **THE OPPORTUNITY**

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Mitigation Specialist in our Dayton office.

The Mitigation Specialist will assist attorneys representing indigent clients accused in federal court by investigating, analyzing, developing, and presenting mitigation evidence. This work is crucial to pre-trial release plans, trial strategy, plea negotiations, sentencing outcomes, and reentry plans. The Mitigation Specialist will form close relationships with our clients and their families. They will create social and medical histories by collecting and reviewing records and by conducting interviews with anyone with relevant knowledge about the client's early childhood development, education, employment, medical, and mental health history. The Mitigation Specialist will also identify necessary experts and locate, vet, and consult with them. The mitigation specialist will be expected to locate, develop and maintain relationships, with local social service providers, pretrial service officers, and other community organizations that provide services or resources. They will prepare memos and reports for use in litigation and sentencing. They will also testify at sentencings, bail hearings, and other court proceedings.

### **ABOUT US**

The Federal Public Defender, a branch of the U.S. Courts, 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 in the federal courts.

The Office of the Federal Public Defender for the Southern District of Ohio provides the highest quality legal representation in criminal cases to persons who cannot afford to hire a private attorney. Through our Trial and Appellate Units, we represent people who have been accused of federal criminal offenses from the onset of their case, through the trial and appellate phases. Through our Capital Habeas Unit, we represent people sentenced to death in Ohio and around the country, through state and federal courts and all subsequent proceedings.

We utilize teams with interdisciplinary skill sets that ensure compassionate and comprehensive representation. We are attorneys, paralegals, investigators, office administrators, and information technology specialists who prioritize centering our representation around our clients and their needs.

### **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

Our office values diversity, is committed to equity and inclusion, and works to foster 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 team members who share that belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds,

social identities, and lived experiences. 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. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance. 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.

## **QUALIFICATIONS**

The most important qualification for any position in our office is a strong passion for helping those in need and a demonstrated willingness and ability to work collaboratively in a team environment dedicated to that goal.

### **Applicants for this particular position must have the following:**

- Excellent interpersonal skills.
- The ability to establish and maintain rapport and good working relationships.
- The ability to communicate effectively, both orally and in writing.
- A working knowledge of legal terminology and court procedures.
- Knowledge and experience with trauma-informed interviewing.
- Comfort working with clients and their families in both jail and community settings.
- Advanced skills in Microsoft Office (especially Outlook, TEAMS, Word and Excel), and Adobe.
- Advanced proficiency in internet research,
- Experience in videography and the use of cameras and other related technical equipment.
- A valid driver's license and a reliable vehicle, as some local travel may be necessary.
- Possess tact and good judgment, and always maintain a professional appearance and demeanor.
- The candidate must be a self-starter, mature, highly organized, poised, and demonstrate initiative, with ability to work in a high-demand, high-volume law office.
- A demonstrated work history of dependability and responsibility, and the ability to be a team player.
- Fluency in Spanish is a plus.

## **EDUCATION & EXPERIENCE**

Applicants for the Mitigation Specialist position must have an undergraduate degree, preferably in the field of social work or a related discipline. At least three years of experience in the areas of social work and/or mitigation is also required.

## **SALARY & BENEFITS**

The starting annual salary for this position will be between \$75,236 and \$102,200 per year. Salary is payable only by Electronic Funds Transfer (direct deposit). The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (similar to a 401k). Part time teleworking is available, consistent with office policy, court obligations, and position duties.

## **HOW TO APPLY**

Qualified applicants should submit a letter of interest, resume, and three professional references, in PDF format, to [OHS\\_employment@fd.org](mailto:OHS_employment@fd.org). Applications for this position will be accepted until Friday, July 26, 2024.

## **CONDITIONS OF EMPLOYMENT**

All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI 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.

***The Federal Public Defender for the Southern District of Ohio is an equal opportunity employer. We are an inclusive office and seek applications from a diverse group of qualified individuals. We provide reasonable accommodations for applicants with disabilities.***