

Position Announcement 24-09
NON-CAPITAL MITIGATION SPECIALIST
Office of the Federal Public Defender
Western District of Texas

THE FEDERAL PUBLIC DEFENDER, Western District of Texas, is accepting applications for the position of non-capital mitigation specialist. The Federal Public Defender 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. The position will be in one of the organization's staffed offices in San Antonio, El Paso, Del Rio, or Austin.

Requirements. A mitigation specialist must have a bachelor's degree from an accredited college or university; a degree in social work or a related field, such as anthropology, education, human development, journalism, psychology, sociology, or criminal justice, is preferred. An advanced or graduate degree in social work is strongly preferred. Candidates must also have computer proficiency with Microsoft Office Suite, Adobe Acrobat, and Excel, word processing, email, legal research, and database maintenance, using Word and other Windows-based applications. Candidates must have strong legal research and writing skills, including the ability to write clearly and present complex and interrelated concepts and ideas, and the ability to work collaboratively and collegially. This position may require work on holidays, evenings, and weekends, as the nature of the case requires. Frequent and extended travel may also be required. Appointment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.

Duties. The mitigation specialist is bound by the rules of professional responsibility that govern the conduct of counsel respecting work product, privilege, diligence, and loyalty to the client. The mitigation specialist will assist attorneys in coordinating and integrating a client's life history evidence with the defense strategy in the guilt or innocence phase and at sentencing. The mitigation specialist must perform tasks such as the following:

- Conducts ongoing, exhaustive, and independent investigation of every aspect of the client's character, life history, record, and any circumstances of the offense, or other potentially mitigating factors.
- Conducts multiple, in-person interviews with family members, associates, educators, co-workers, employers, military peers and superiors, health care professionals, nurses, technicians, members of religious communities, and law enforcement.
- Provides attorneys with documentary evidence of the investigation using genealogies, social history reports, chronologies, and reports on other relevant subjects such as cultural, socioeconomic, environmental, racial, and religious issues in the client's life.
- Determines what experts might be consulted and/or evaluate the client for substance abuse or mental illness.
- Facilitates 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.
- Develops and maintains a list of service providers in various fields, inpatient and outpatient treatment facilities, short term low income/homeless housing, and vocational training and educational programs.
- Prepares sentencing presentations in writing or through video or other methods as requested, to include testifying.
- Maintains sufficient knowledge of current research and trends in areas such as substance abuse, mental health, and effects of incarceration.
- Performs all other tasks as assigned.

The full position qualifications statement with position description is available upon request.

Selection Criteria. The successful candidate will have a commitment to providing quality representation to indigent defendants and have a reputation for integrity. Successful applicants will be able to prioritize projects and work both independently and cooperatively with attorneys, investigators, and office staff as an essential member of the trial team at all stages of representation, from pre-trial proceedings through sentencing. Prior federal court litigation experience is preferred.

Salary and Benefits. The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$72,553 (JSP-11, Step 1) to \$122,198 (JSP-14, Step 1) per annum. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by sending a letter of interest (mentioning announcement 24-09), a résumé, references, and representative writing sample. Experience should be described in detail. Send all required documents in a single PDF document named with applicant's "last name, first name-Announcement 24-09 Mitigation Specialist" by email to TXW_Employment@fd.org. Electronic submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact personnel administrator Victoria B. Longoria at (210) 981-2081. More than one position may be filled from this announcement. Position announced March 28, 2024, subject to the availability of funds; open until filled.

Federal Public Defender is an equal-opportunity employer.