

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

DEFENDER ASSOCIATION OF PHILADELPHIA
FEDERAL COURT DIVISION
CAPITAL HABEAS UNIT

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First Assistant

March 5, 2024

JOB ANNOUNCEMENT

INVESTIGATOR/MITIGATION SPECIALIST

CAPITAL HABEAS UNIT

Open Date: March 5, 2024

Close Date: When Filled

The Federal Community Defender Office for the Eastern District of Pennsylvania has at least one opening in the Capital Habeas Unit for an Investigator/Mitigation Specialist. The Unit represents death-sentenced prisoners in twenty jurisdictions in the United States in all stages of federal habeas corpus proceedings. Our office is located in Philadelphia's vibrant Center City District, in the historic Curtis Building. Philadelphia, one of America's most preeminent historical cities, is rich in culture, entertainment, and history. Here you will find landmark cobblestone streets, 68 national historical landmarks, approximately 100 museums and cultural institutions, over 4,000 murals, and a plethora of international fare and diverse cuisine.

The CHU Investigator/Mitigation Specialist plays an integral role in the investigation and presentation of both guilt phase and penalty phase issues, including the development of mitigating evidence. The Investigator/Mitigation Specialist is responsible for supporting the development of all aspects of the Unit's cases, including locating and interviewing witnesses with relevant information about the crime and the client's family, background, and mental health; locating and retrieving documents and other evidence; serving subpoenas; and assisting with the preparation and presentation of evidentiary hearings. CHU investigators engage in extensive travel throughout the United States to conduct investigation and visit clients.

Candidates must possess substantial investigative and/or mitigation experience. Experience with the investigation and development of defense mitigation presentations in capital trials or post-conviction cases, or with mental health or social work issues, is preferred but not required. Other desired qualifications include post-secondary education in relevant fields, knowledge of federal and state court systems, and familiarity with federal habeas corpus or post-conviction litigation and/or complex federal civil or criminal litigation. Candidates must possess excellent oral and written communication skills, interpersonal skills, and the ability to work well in a team-based approach. Candidates must possess skills using electronic investigative tools and technology. Fluency (oral and written) in Spanish is helpful but not required.

Candidates must possess a valid driver's license and insurance and own/operate a personal vehicle that is available for business purposes. This position requires that the incumbent occasionally lift and/or move up to 25 pounds and spend extended periods driving or riding in a car.

Interested applicants should submit a cover letter, resume, and writing sample to [Federal Community Defender Office Careers](#). Candidates will be interviewed on an ongoing basis until the position is filled. Salary will be based upon experience consistent with federal guidelines and regulations.

The Federal Community Defender Office for the Eastern District of Pennsylvania is an equal opportunity employer. We are dedicated to promoting a professional work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. All qualified applicants are encouraged to apply.