

FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF CALIFORNIA  
Steven Kalar, Federal Public Defender  
[www.ndcalfpd.org](http://www.ndcalfpd.org)

**POSITION ANNOUNCEMENT  
TERMED SOCIAL WORKER  
OAKLAND, CALIFORNIA**

The Federal Public Defender for the Northern District of California is accepting applications for the position of a Social Worker, to be stationed in Oakland and to provide support in each of the Federal Defender's offices: San Francisco, San Jose, and Oakland. The Federal Public Defender operates under the authority of the federal Criminal Justice Act, to provide federal criminal defense services by court appointment to individuals unable to afford counsel. A full description of the Defender's office and its work can be found at [www.ndcalfpd.org](http://www.ndcalfpd.org).

While the Social Worker will be stationed in the Oakland office, frequent travel to the San Francisco and San Jose offices will be required. The position will also require travel for investigation, training, and litigation.

The term for this position will begin in April 2021. The term will end on September 1, 2022.

The Social Worker is responsible for developing and analyzing mitigation evidence for court proceedings to aid the court in making decisions regarding pretrial release, trial, and sentencing. In furtherance of these duties the Social Worker will:

- Assist attorneys in investigating, analyzing, developing, and presenting mitigation evidence.
- Develop and maintain relationships with clients, their family members, local social service providers, pretrial service and probation officers, and other entities to support both the client and attorney.
- Interview clients and relevant persons in a culturally competent manner.
- Locate and conduct witness interviews to discover information to assist the attorney in advocating for pretrial release, and develop all mitigating circumstances in the client's life to assist at trial or sentencing.
- Obtain necessary client signatures and ensure all release forms are current and timely.
- Gather, investigate, validate, and report to attorney all aspects of client's life history obtained from multiple sources including vital records, social services records, educational records, employment and personnel records, military records, medical/health records, arrest reports, institutional records, community records, and interviews with persons relevant to the client.
- Determine what experts might be consulted and potentially retained to evaluate the client for substance abuse or mental illness.

- Facilitate client's entry into treatment, housing, educational or vocational programs.
- Maintain sufficient knowledge of current research and trends in areas such as substance abuse, mental health, and effects of incarceration.
- Assist the attorney in court where requested, including preparing sentencing presentations and testifying.

### **Requirements and Qualifications**

The successful applicant must have a bachelor's degree and a minimum of two years of specialized experience. An advanced or graduate degree in Social Work is preferred.

Specialized experience includes 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; and maintaining complete and accurate files.

Applicants should have a commitment to providing quality representation to indigent defendants and a reputation for personal integrity. A working knowledge of the criminal justice and correctional systems, psychology, and psychological testing are also required. 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.

Fluency in Spanish is preferred, but not required.

Applicants must have a valid driver's license and the ability to travel throughout Northern California, as duties will involve significant travel.

Salary is based on the Judicial Salary Plan and is commensurate with experience. The position is subject to mandatory electronic fund transfer (direct deposit) for payment of salary. Benefits are provided: for more information, see <http://www.uscourts.gov/careers/benefits>.

Employment is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check. Applicants invited to interview will be asked to complete a Judicial Branch Employment form (A078). Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

**Non-Citizen Applicants:** Applicants must be United States Citizens or authorized to work in the United States. Under federal law, non-citizens may be interviewed and considered for employment in the Office of the Federal Public Defender. Employment offers, however, can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made

unless the candidate is a U.S. Citizen, or a lawful permanent resident who is seeking U.S. citizenship as described here:

<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

### **The Application Process**

Applications will *only* be accepted online, and must be submitted through this web portal:

<https://form.123formbuilder.com/5828316/termed-social-worker-feb-2021>

In addition to the biographical information requested at this application site, please prepare and upload a .pdf application packet. This packet should include **in a single .pdf file**:

- A plain face sheet, containing only your last name, first name, and employer or employment status. This should be centered on the page and in size 40 font;
- A brief cover letter;
- Your resume;
- Three references (references will not be contacted until the applicant is advised).

The completed and uploaded single .pdf file should be named, "Last name, first name" (*e.g.*, "Doe, Jane.pdf") and uploaded to the website listed above.

Applications will not be accepted by mail, email, or fax. ***Accurate compliance with these application instructions is a factor expressly considered in the evaluation of the application.***

Applicants will only be contacted if selected for an interview. The position will remain open until filled by the Federal Public Defender.

The Federal Public Defender for the Northern District of California is committed to ensuring that our office is a diverse and multicultural environment where differences are valued and respected. Women, minorities, individuals with disabilities, and intersectional individuals are encouraged to apply.

**THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER**