

FEDERAL PUBLIC DEFENDER

SOUTHERN DISTRICT OF ILLINOIS

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FEDERAL PUBLIC DEFENDER

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BENTON, ILLINOIS 62812

POSITION ANNOUNCEMENT FY 17-01
MITIGATION SPECIALIST

Posted: July 7, 2017

Application deadline: July 31, 2017

The Federal Public Defender for the Southern District of Illinois is accepting applications for the position of Mitigation Specialist based in the Benton, IL office and also supports attorneys in the East Louis office. The Federal Public Defender's Office operates under the 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. **This position is a temporary position which will last one year and one day and will end on September 30, 2018**

Duties. The Mitigation Specialist 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 Mitigation Specialist will:

- Assist attorneys and clients to understand the nature of the case.
- Interview clients and relevant persons in a culturally competent manner, in a location accessible to the client.
- Locate and conduct witness interviews to discover information to assist the attorney in advocating for pretrial release, and to 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.
- Prepare sentencing presentations as requested, to include testifying.
- 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.

Requirements and Qualifications. The successful applicant will have a Master's degree in Social Work and a minimum of two years of specialized work experience (Internship experience will count towards specialized work experience). Specialized experience includes: 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; 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.

Salary and Benefits. This full-time position is in the excepted service and offers full federal benefits (subject to the terms of the benefit packages), including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and sick leave, and paid holidays. Direct deposit is required for payment of compensation for employees. The successful candidate will be subject to a general background check as a condition of employment. Position will remain open until filled and is subject to the availability of funding. Starting salary will be commensurate with experience with a range from JSP (Judiciary Salary Plan) Grade 11, Step 1 to JSP Grade 14, Step 1 (currently \$60,210 to \$101,409 per annum).

Application Information. Qualified applicants should send a letter of interest, a current and detailed resume, the names and contact information for three work references who may be contacted, and a completed AO78 application to:

Esintern1@fd.org

The Federal Public Defender for the Southern District of Illinois is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Costs associated with interviewing and relocation will not be reimbursed. **No telephone inquiries please.**