

# FEDERAL DEFENDER ORGANIZATION

## SOUTHERN DISTRICT OF ALABAMA

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11 North Water Street, Suite 11290

Mobile, Alabama 36602

(251) 433-0910

Fax (251) 433-0686

### POSITION ANNOUNCEMENT MITIGATION SPECIALIST

**Open Date: April 1, 2010 - Closing Date: June 10, 2010**

The Federal Defender for the Southern District of Alabama, in the City of Mobile, is accepting applications for the position of Mitigation Specialist. The Federal Public Defender operates under the authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense representation in federal criminal cases and related matters in federal courts.

**Requirements:** Must be a high school graduate or the equivalent. Qualified applicants must also have a minimum of three years general experience and three years specialized experience in criminal case investigation. Education above the high school level may be substituted for the general experience on the basis of one academic year equals nine months of experience. Completion of all requirements for a bachelor's degree from an accredited college or university with an overall "B" grade point average may be substituted for one year of specialized experience. Completion of one academic year of graduate study in a field closely related to the subject matter of this position may be substituted for one year specialized experience. Completion of a master's degree or two years of graduate study in a field closely related to the subject matter of this position may be substituted for two years specialized experience. A bachelor's degree in social work, psychology, or counseling would be a plus.

**Duties:**

- Investigation and development of evidence for both the guilt and sentencing phases of federal criminal cases;
- Assist in determining the scope, timing, and direction of the investigation; Identify, locate, and interview all witnesses, including prosecution, defense, and expert witnesses;
- Consult with experts providing information, coordinate evaluations, and clarify the focus and specifics of the issues to be addressed;
- Locate, obtain, review, analyze, summarize, and preserve records and materials relevant to both the guilt and sentencing phases of cases;
- Develop issues and evidence that may mitigate a sentence through the gathering of social history records and interviews that focus on early childhood development, education, employment, and medical and mental health history;
- Assist attorneys at trial, sentencing and other hearings by coordinating witnesses and documents, evaluating testimony, serving subpoenas, and providing other litigation support as needed, including the use of computer software for word processing, databases and graphics to assist the attorney in developing demonstrative evidence for use during court proceedings, and
- Willing to work long hours, weekends, and holidays as needed. Travel is often required.

**Selection Criteria: The successful applicant should have experience with and a working knowledge of:**

- Methods and techniques of screening, evaluating, and preparing evidence and exhibits for evidentiary hearings, trial, and sentencing;
- Methods and techniques for screening clients for mental impairments or deficits, including a general knowledge of the subject of psychology and psychological testing;
- The development of social histories for use in mitigating the sentence, including locating and obtaining medical, mental health, school, and other records;
- The resources available for locating individuals and relevant information;
- The criminal justice system, various departments of corrections both state, federal, and related agencies;
- The mental health system, treatment facilities for drug abusers, and other medical and/or mental health conditions;
- Computer proficiency in WordPerfect, Windows, Adobe Acrobat, and the Internet is required;
- Computer proficiency in database programs, graphics programs, and litigation support programs such as Trial Director and Summation preferred.

**Salary and Benefits:** This is a full-time position. Most federal salary and benefits apply. Starting salary of \$54,494 and up commensurate with experience. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

**How to Apply:** Qualified persons may apply by submitting a letter of interest, resume, a writing sample, and three professional references to: **The Southern District of Alabama Federal Defenders Organization**, Attn: Ms. Debra Davis, 11 North Water Street, Suite 11290, Mobile, Alabama 36602. Applications must be post-marked by June 10, 2010.

**Conditions of Employment:** Applicant must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

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**The Federal Defenders Organization is an Equal-Opportunity Employer.**