

JOB ANNOUNCEMENT
Mitigation Paralegal
Federal Defenders of the Middle District of Georgia, Inc.
2024

The Federal Defenders of the Middle District of Georgia, Inc., (FDMDGA) has an opening for a full-time mitigation paralegal in its Macon Office. This office handles trial level cases before the United States Magistrate and District Courts within the Middle District of Georgia and appeals before the 11th Circuit Court of Appeals and the U.S. Supreme Court.

The mitigation paralegal will assist attorneys in the district in investigating, analyzing, developing, and presenting mitigation evidence in the life history of clients. The mitigation paralegal will gather and summarize social history records and conduct interviews with lay and professional people with relevant knowledge about the client's early childhood development, education, employment, and medical and mental health histories. The mitigation paralegal will also consult experts, develop and maintain relationships with clients, their family members, local social service providers, and pretrial service officers, and perform other duties as assigned. The mitigation paralegal will also maintain sufficient knowledge of current research and trends in areas such as substance abuse, mental health, psychology, and treatment.

QUALIFICATIONS: To qualify, the applicant should have the following:

- A desire and capacity to work collaboratively in a team environment.
- Understanding of the methods and skills required for accomplishing the duties of the position. Strong legal research and word processing skills.
- Computer fluency in the Microsoft Office suite of programs, including Excel and Adobe Acrobat.
- High level of organizational skills to gather, maintain, and manage documents and information for assigned cases.
- The ability to speak and write clearly and effectively.
- The ability to read, analyze, and interpret records and legal documents.
- The ability to exercise good judgment in a mature and diplomatic manner.
- The ability to recognize and analyze problems and recommend practical solutions.
- The ability to keep confidences and protect legal privileges.
- The desire to work with and on behalf of people from diverse backgrounds.
- A strong commitment to providing holistic representational support to indigent persons in proceedings under federal criminal law.
- Proficiency in Spanish (preferred).

The position requires that the applicant possess a valid driver's license, insurance, and own/operate a personal vehicle for business purposes (mileage is reimbursable). Occasional travel is required, including night and weekend work. Employment is subject to a satisfactory background investigation including, but not limited to an FBI fingerprint and name check.

EXPERIENCE/ EDUCATION: Applicants must have a bachelor's degree and two years of relevant experience. A candidate with an advanced or graduate degree in social work is strongly preferred. A candidate with a degree in or a related field to social work, such as anthropology, psychology, sociology, law, with at least three years' experience developing and investigation mitigation is preferred.

This is a full-time position with a salary of the successful applicant being commensurate with the person's qualifications and experience. Benefits include (but are not limited to): 100% payment of health insurance premiums for employees (and 80% payment of health insurance premiums for employee's family members), paid vacation, paid sick leave, and paid holidays.

FDMDGA is a nonprofit corporation, funded by the Administrative Office of the United States Courts. It is not an agency of the federal government and staff members are not federal employees.

Resumes will be accepted until the position is filled. Applications should contain a cover letter describing relevant experience(s) and why you are interested in this work, a resume, three references, and a recent substantive writing sample, to:

Byron L. Conway Jr., Executive Director, Federal Defender of the Middle District of Georgia, Inc.,
at gamfd_applicants@fd.org.

The Federal Defenders of the Middle District of Georgia, Inc., is an Equal Opportunity Employer and operates under the authority of the Criminal Justice Act, 18 U.S.C. Section 3006A, to provide defense services in federal criminal cases related matters in the federal courts.