



OFFICE OF THE FEDERAL DEFENDER
DISTRICT OF MINNESOTA

POSITION ANNOUNCEMENT FOR
MITIGATION SPECIALIST

The Office of the Federal Defender for the District of Minnesota is accepting applications for the position of mitigation specialist. The Federal Defender provides defense services in federal criminal cases and related matters to individuals unable to afford counsel.

Duties. The mitigation specialist will assist attorneys in investigating, analyzing, developing, and presenting mitigation evidence in the life history of clients. The mitigation specialist will gather and summarize social history records, conduct interviews with lay and professional people with relevant knowledge about the client's early childhood development, education, and employment, as well as their medical and mental health histories. The mitigation specialist also will consult with experts; develop and maintain relationships with clients, their family members, local social service providers, and pretrial service officers; and perform other duties as assigned. Travel within the state and occasionally elsewhere will be required.

Requirements. To qualify for this position, a person must have a bachelor's degree. A candidate with a Master's degree in social science or services is preferred. All candidates must be proficient with the use of a computer, with an emphasis in Word and internet research. The applicant must be willing to travel, using their personal vehicle, and have a valid driver's license and insurance. Three years of specialized experience in social science, research, investigation or mitigation is preferred. Appointment is subject to a satisfactory background check. Applicants must be U.S. Citizen or meet the other requirements of the Administrative Office of U.S. Courts. Spanish-language fluency is a plus.

Selection Criteria. The successful candidate will have a commitment to providing quality representation to indigent defendants and have a reputation for integrity. They will have a working knowledge of the criminal justice and correctional systems, mental health and other social services, and psychology and psychological testing. 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 with attorneys, investigators, and office staff.

Salary and Benefits. Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from JSP-9, Step 1, to JSP-14, Step 1, currently yielding \$65,269 to \$133,004 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Relevant experience should be described in detail. Interested applicants should email a letter of interest, a resume, a writing sample, and contact information for three references, in a single pdf, to the attention of:

Katherian D. Roe, Federal Defender

c/o Sandy Krattley, Administrative Officer via email to: sandy_krattley@fd.org

Subject: Mitigation Specialist position

Open Until Filled

Subject to availability of funds.

The Federal Defender is an equal opportunity employer.