JOB ANNOUNCEMENT

CAPITAL HABEAS UNIT
INVESTIGATOR/MITIGATION SPECIALIST
(One Opening)
Posting Code 700100-19

The Federal Community Defender Office for the Eastern District of Pennsylvania has an opening in the Capital Habeas Unit for an Investigator/Mitigation Specialist. The Unit represents death-sentenced prisoners in all stages of federal habeas corpus proceedings. Our office is located in Philadelphia’s vibrant Center City district, in newly renovated office space in the historic Curtis Center in Philadelphia, close to the federal courthouse and across from Independence Mall, the Liberty Bell and Washington Square Park.

The CHU Investigator/Mitigation Specialist is required to play an integral role in the investigation and presentation of both guilt phase and penalty phase issues, including the development of mitigating evidence. The CHU Investigator/Mitigation Specialist is responsible for supporting the development of all aspects of the Unit’s cases, including: locating and interviewing witnesses with relevant information about the crime and the client’s family, background, and mental health; locating and retrieving documents and other evidence; serving subpoenas; and assisting with the preparation and presentation of evidentiary hearings. CHU Investigator/Mitigation Specialists engage in extensive travel throughout the country.

Candidates must possess substantial investigative and/or mitigation experience. Experience with the investigation and development of defense mitigation presentations in capital trials or post-conviction cases or with mental health or social work issues is preferred but not required. Other desired qualifications include post-secondary education in relevant fields, knowledge of federal and state court systems, and familiarity with federal habeas corpus or post-conviction litigation and/or complex federal civil or criminal litigation. Candidates must possess excellent oral and written communication skills, interpersonal skills, and the ability to work well in a team-based approach. Candidates must be able to use a personal computer and possess skill using automated investigative tools and technology.
Candidates must possess a valid driver’s license and insurance and own/operate a personal vehicle that is available for business purposes. The position requires that the incumbent occasionally lift and/or move up to 25 pounds and spend extended periods driving or riding in a car. Fluency (oral and written) in Spanish is preferred, but not required.

Interested applicants should submit a cover letter and resume to Marie Tomei, CHU Administrative Assistant, via e-mail at EmploymentPAE@fd.org, or by regular mail to FCDO, Curtis Center, 601 Walnut Street, Suite 545 West, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis, and the position will remain open, until filled.

Salary will be based upon experience consistent with federal guidelines and regulations.

The Federal Community Defender Office is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.