

FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED

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Position Announcement – Mitigation Specialist

Who We Are

We work to keep people out of prison and stop state executions by adhering to our mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies and clients sentenced to death. We practice holistic lawyering to protect our clients' rights and champion their humanity at every stage of the criminal case and beyond. Federal Defender Services of Eastern Tennessee (FDSET) seeks to embrace diversities, support equity, and foster an inclusive work environment that promotes commitment, flexibility, and fairness.

The Job

We need a full-time mitigation specialist based in either the Knoxville or Chattanooga FDSET office. Significant daily travel (including between office locations) and some overnight travel is required.

Duties

The mitigation specialist is primarily responsible for leading the FDSET team working with the Full Circle Re-Entry Program. The Full Circle Program is a partnership between FDSET and the United States Probation Office. Full Circle provides a safety net of resources and mentoring for individuals on federal supervised release by providing them with the necessary tools and strategies to meet their individual goals. The mitigation specialist assists with the following in coordination with probation office partners: selection of program participants and mentors; mentor training; planning monthly meetings and securing speakers; reviewing participant assignments, identifying community resource partners; planning graduation ceremonies; and applying for grants.

The mitigation specialist also works collaboratively with the trial unit teams on the following: interviewing witnesses and preparing reports; requesting and reviewing records; identifying potential expert witnesses; assisting with placement in inpatient or outpatient treatment, housing, or vocational programs; maintaining a list of service providers and treatment facilities; and preparing sentencing mitigation presentations. In addition, the mitigation specialist may testify regarding their mitigation investigation and report.

Additionally, the mitigation specialist assists in recruiting, hiring, and supervising undergraduate and graduate-level social work interns. The interns will assist with the Full Circle Program.

Requirements

Candidates must have a bachelor's degree from an accredited college or university in social work or a related field such as anthropology, psychology, sociology, or criminal justice. Candidates must have at least three years' experience investigating and developing mitigation evidence. An advanced or graduate degree in social work is preferred. Candidates must possess substantial investigative skills to assist in a team approach to planning and developing litigation strategies and in investigating, analyzing, and developing mitigation evidence. Candidates should possess excellent interpersonal and coordination skills, the ability to establish and maintain good working relationships, and the ability to communicate effectively, both orally and in writing and as a witness in court proceedings. Applicants must have a valid driver's license and insurance and own a vehicle for business purposes.

A working knowledge of Word, Outlook, Excel, and Adobe Acrobat is required.

Salary & Benefits

Salary is commensurate with years of experience and qualifications in accordance with the Defender Organization Classification System and the Federal Judicial Salary Plan (JSP). The current salary range is JSP 11/1 at \$73,939 to JSP 14/10 at \$161,889 annually.

FDSET offers a generous benefits package, which includes paid vacation and sick leave, 11+ paid annual holidays, medical, dental, vision, life/AD&D, long-term disability, and 401K retirement. FDSET provides medical (employee-only plans), dental, vision, basic life/AD&D, and long-term disability at no monthly premium cost to employees.

A partial remote work week is available to employees after an initial probationary period.

HOW TO APPLY

Qualified individuals may apply by sending ALL the following documents in a *combined PDF file* to **Sharon_Buckingham@fd.org** by **Wednesday, June 11, 2025**.

- (1) Cover Letter
- (2) Resume
- (3) Three References

An email confirming receipt of the application materials will be sent to all applicants. Only those selected for interviews will receive further communication.

**FDSET VALUES A DIVERSE WORKFORCE
AND IS AN EQUAL OPPORTUNITY EMPLOYER**