

**FEDERAL PUBLIC DEFENDER'S OFFICE
WESTERN DISTRICT OF NEW YORK**

**POSITION ANNOUNCEMENT
MITIGATION SPECIALIST - Buffalo Office**

The Federal Public Defender's Office for the Western District of New York is accepting applications for a **Mitigation Specialist**.

The Mitigation Specialist will assist attorneys across the district in investigating, analyzing, developing, and presenting mitigation evidence in the life history of clients. This individual will gather and summarize social history records; will discover and 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; will consult with experts; develop and maintain relationship with clients, their family members, local service providers; maintain sufficient knowledge of current research and trends in areas such as substance abuse, mental health, psychology and treatment; and perform other duties as assigned. The ideal candidate will have a demonstrated commitment to working with indigent, under-served, marginalized and diverse communities, and be client-centered, open-minded, creative, empathetic, a quick learner, enthusiastic, honest, hardworking, and respectful of others.

ABOUT US: The Federal Public Defender's Office provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We vigorously defend the accused from arrest through trial and appeal, including the U.S. Supreme Court. We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. We advocate for fair and just treatment for our clients by demonstrating their humanity. We are attorneys, legal assistants, paralegals, investigators, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce.

EDUCATION AND EXPERIENCE: Applicants must have a bachelor's degree and two years of relevant experience at a minimum. A candidate with an advanced or graduate degree in social work is strongly preferred. A candidate with a degree in a field related to social work, such as anthropology, psychology, sociology, law, criminal justice; or any bachelor's degree with at least three years of experience investigating and developing mitigation evidence after graduation will be considered.

REQUIRED EXPERIENCE:

- Possess the ability to work independently, and collaboratively in a team environment.
- Communicate effectively both orally and in writing.
- Be accurate and attentive to detail, organize work, set priorities, and meet deadlines.
- Identify obtain and analyze relevant records and have strong legal research and writing skills.
- Be technologically proficient in Microsoft Office Suite (Word, Excel and PowerPoint) and Adobe Acrobat.
- The ability to recognize and analyze problems and recommend practical solutions.
- 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.

Applicant must have a valid driver's license and be able to travel as required throughout the District using their own vehicle (mileage reimbursement provided).

SALARY & BENEFITS

Salary Range is within the Judiciary Salary Plan (JSP), within a range of JSP 9 to JSP 14; \$64,543 - \$170,987, commensurate with experience and qualifications. Additional compensation includes a competitive federal benefit package with health insurance and life insurance, retirement and a Thrift Savings Plan (similar to 401K Plan with up to 5% matching).

HOW TO APPLY: No Phone calls or emails please. Candidates shall email a **single PDF** containing a cover letter, resume, and three references to Chelsea Crowe at zzNYWml_HR1@fd.org. Applicants must also submit the AO 78 Federal Judicial Branch Application for Employment found at <https://nyw.fd.org/sites/nyw/files/vacancies/AO-78.pdf>.

Rolling interviews will be conducted. This position is subject to the availability of funds and is open until filled. All responses will remain confidential. Only those selected for an interview will be contacted. The Federal Defender Office may fill current and future positions from this vacancy announcement.

Employees are considered at will and are not covered by the Civil Service Reform Act. A final offer of employment is subject to a satisfactory background investigation including name, fingerprint and IRS tax check. We are an equal opportunity employer.