

Federal Public Defender – Northern District of Oklahoma

Position Announcement Mitigation Specialist, Tulsa, Oklahoma

The Federal Public Defender for the Northern District of Oklahoma is proud to be an equal opportunity employer. Diversity and dignity are central to our work. We hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.

About Us. We work to keep people out of the criminal legal system through holistic representation, collaboration, and education. Our clients are people accused of federal crimes who cannot afford to hire private lawyers. We protect our clients' rights and center their humanity at every stage of the criminal case and beyond. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

The Job. The Mitigation Specialist will play an integral role in the investigation, analyzation, development, and presentation of mitigation evidence to support the client during the guilt and penalty phase of court proceedings. The Mitigation Specialist is responsible for supporting the development and presentation of mitigation evidence for sentencing, and they assist with preparing complex life history reports to be used in sentencing presentations including in writing or through video or other methods as requested. Other duties include developing and maintaining relationships with clients and their families, interviewing clients' families, and witnesses with relevant information about the crime; collect and summarize social history, medical, and mental health records, conduct culturally component interviews with witnesses and professionals; and consulting with experts.

Candidates must possess a bachelor's degree in social work, psychology, sociology, criminal justice, or a closely related field with a minimum of five years' social service experience investigating and developing mitigation evidence for justice-involved clients and working with persons facing mental health and addiction challenges. A master's degree in social work is preferred. Other desired qualifications include knowledge of federal and state court systems, correctional systems, city, state, and federal social agencies, and familiarity with federal habeas corpus or post-conviction litigation and/or complex federal civil or criminal litigation. Candidates should possess clinical skills and experience applying a client centered and integrated approach to legal representation.

Candidates must be committed to social justice and possess a genuine respect for diversity. Also, candidates should possess excellent oral and written communication skills, analytical skills, interpersonal skills, and the ability to work well in a team-based approach. Candidates must be highly computer proficient and skilled using Adobe, Word, Outlook, and other electronic investigative tools and technology. Experience managing electronic discovery is helpful. Fluency (oral and written) in the Spanish language is helpful but not required. Candidates must possess a valid driver's license and insurance and own/operate a personal vehicle that is available for business purposes. This position may involve travel both within our district and beyond, as needed. The position requires that the incumbent occasionally lift and/or move up to twenty-five pounds and spend extended periods driving or riding in a car.

Salary and Benefits: This is a full-time position. Federal salary and benefits apply. Salary is commensurate with experience and education. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

Apply. Send a letter of interest, resume, and three professional references in a *single pdf document* to Julia O'Connell at oknresumes@fd.org. This position is subject to approval of funding. No phone inquiries.