

POSITION ANNOUNCEMENT
NON-CAPITAL MITIGATION SPECIALIST – ATLANTA, GEORGIA

THE OPPORTUNITY

We seek a Mitigation Specialist to join our office in the Spring of 2024. Open until filled.



The mitigation specialist will assist attorneys across the Northern District of Georgia in investigating, analyzing, developing, and presenting mitigation evidence in the life history of clients. The mitigation specialist will gather and summarize social history records and conduct interviews with lay and professional people with relevant knowledge about the client's early childhood development, education, employment, and medical and mental health histories. The mitigation specialist will also consult experts; develop and maintain relationships with clients, their family members, local social service providers, and pretrial services/probation officers; and perform other duties as assigned. They must maintain sufficient knowledge of current research and trends in areas such as substance abuse, mental health, psychology, and treatment. The Mitigation Specialist will prepare mitigation reports which will be filed and may be asked to testify in court.

ABOUT US

The Federal Defender Program, Inc. (the "FDP") is a Georgia non-profit law office that provides legal representation to persons charged with committing federal crimes in the Northern District of Georgia who cannot afford to hire a private attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court.

We are attorneys, investigators, mitigation specialists, paralegals, office administrators, and information technology specialists. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and to

have a fair sentence, if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, which honors an individual's lived experience.

The FDP is a Community Defender Organization and operates under the authority of 18 U.S.C. § 3006A(g)(2)(A) and is fully funded by the Administrative Office of the United States Courts. We are not a government agency, and as such, are not government employees. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. The Northern District encompasses the Atlanta, Gainesville, Newnan, and Rome Divisions of the United States District Court.

OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE

We are 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. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

QUALIFICATIONS

To qualify, the applicant should have the following:

- A desire and capacity to work collaboratively in a team environment.
- A strong commitment to providing holistic representational support to indigent persons in proceedings under federal criminal law and the desire to work with and on behalf of people from diverse backgrounds.
- The ability to build relationships and develop rapport with clients and their families, and the ability to obtain and analyze anecdotal and documentary evidence relevant to the client's life history.
- The ability to be a self-starter, recognizing and assessing mental health symptomology and determine the best mitigation investigation approach for each individual case.
- A high level of organizational skills to gather, maintain, and manage documents and information for assigned cases, and the ability to analyze, interpret and integrate records and legal documents.
- Story-telling skills and the ability to synthesize mitigation themes and craft a compelling, well-written narrative contextualizing the client's life based on the information gathered, often totaling 10-20 pages in length.

- The ability to communicate effectively, orally and in writing, with counsel and experts and assist in the identification and selection of appropriate experts.
- Attention to accuracy and detail.
- Computer fluency in the Microsoft Office suite of programs, including Word, Excel, and Adobe Acrobat.
- The ability to exercise good judgment in a mature and diplomatic manner.
- The ability to keep confidences and protect legal privileges, as well as a strong sense of personal and professional integrity.
- The ability to work under time pressure and ability to appropriately prioritize responsibilities.

EXPERIENCE/ EDUCATION

Minimum qualifications for this position are a post-graduate degree in social work, psychology, or a related discipline. The position will require travel during work hours, as well as occasional overnight travel. Valid driver's license, vehicle, and insurance are required for this position.

SALARY AND BENEFIT DETAILS

The starting annual salary for this position falls within a range under the Judicial Salary Plan (JSP) from Grade 11 at \$76,671 to Grade 14 at \$167,876. The salary of the successful applicant will be commensurate with the person's qualifications and years of experience. The position offers paid vacation, paid sick time, paid holidays, health insurance, life insurance, and participation in our 401k.

HOW TO APPLY

Interested applicants should provide the following by mail or email: cover letter discussing your interest in the position, CV, a relevant writing sample such as a mitigation report, biopsychosocial assessment or social history, and contact information for two references. Materials may be sent by mail to:

**Trial Unit Mitigation Specialist
Federal Defender Program, Inc.
101 Marietta Street, N.W.
Centennial Tower - Suite 1500
Atlanta, Georgia 30303**

or may be submitted electronically by including the same documents in single PDF to the email address below.

**Email: FDPGAN_Employment@fd.org
Subject Line: Trial Unit Mitigation Specialist**

The position is contingent on the availability of federal funding. Only those granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement. Failure to follow these procedures will cause your application to be automatically declined.

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. We are interested in applicants' talent, intelligence, dedication, and desire to see that all people are treated fairly and respectfully, no matter the allegation or circumstance. The FDP is an equal opportunity employer.

Applicants who apply without submitting all documents will not be considered. Rolling interviews will be conducted. This position is open until filled. Interested applicants are encouraged to apply as soon as possible. All responses will remain confidential.