

OFFICE OF THE FEDERAL PUBLIC DEFENDER
Northern District of Alabama

POSITION ANNOUNCEMENT
Non-Capital Mitigation Specialist - Birmingham Office

The Office of the Federal Public Defender for the Northern District of Alabama, is accepting applications for the position of Mitigation Specialist for the Birmingham office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel. The Mitigation Specialist serves as a primary resource for gathering data and information necessary for effective representation of our clients. Many of our clients are from low income backgrounds and have a history of medical, psychiatric and addiction issues. Persons with a Master of Social Work (MSW) degree and experience providing medical, psychiatric and addiction support and services are encouraged to apply. Additionally, individuals fluent in Spanish are desired.

General areas of responsibility include: locating and interviewing witnesses, experts, family members, law enforcement personnel, and others with knowledge of case or client; locating, gathering and organizing records, documents, personal property, tangible evidence and other potential exhibits; reviewing and analyzing case documentation; serving subpoenas; visiting crime scenes; establishing and maintaining a good working relationship with individuals and agencies that interact with the office; preparing comprehensive descriptive written reports; assists in determining the use of outside experts; maintains relationship with treatment facilities; testify in court as required; organizing and maintaining files related to each assigned case; using computer software and hardware, cameras, tape recorders, and other equipment for data/information collection; assisting attorneys and other office staff in preparation for court proceedings; and other duties as assigned.

Requirements and qualifications for this position include: A candidate with an advanced or graduate degree in social work is strongly preferred. A candidate with a degree in or related to a field such as social work, anthropology, psychology, sociology, law, criminal justice; or a bachelor degree with at least three years' experience investigating and developing mitigation evidence after graduation is preferred. Excellent writing skills; computer proficiency; the ability to communicate and work well with others; demonstrated interest in criminal justice; a commitment to obtaining justice for indigent persons; and ability to perform each of the tasks associated with this position is required. This position also requires considerable resourcefulness, creativity, and initiative. The ability to analyze and evaluate facts, evidence and related information with tact and discretion is a must. Education may be substituted for some experience. Applicants must have a driver's license, car, and appropriate motor vehicle insurance.

Salary is dependent on experience, qualifications, and is in accordance with Administrative Office of U.S. Courts, and Defender Services. This position is full-time with federal salary and benefits. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees. This announcement is also posted at www.aln.fd.org.

Please send a cover letter, resume, writing sample and the names of three references to:

Kevin L. Butler

Office of the Federal Public Defender

505 20th Street North, Suite 1425

Birmingham, AL 35203

PLEASE NO TELEPHONE OR EMAIL INQUIRIES

Application Deadline: May 29, 2020

**THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY
EMPLOYER**