

**FEDERAL PUBLIC DEFENDER**  
WESTERN DISTRICT OF MISSOURI  
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POSITION ANNOUNCEMENT  
MITIGATION SPECIALIST - CHU

The Federal Public Defender for the Western District of Missouri is accepting applications for the position of a full-time mitigation specialist for the Capital Habeas Unit to be stationed in Kansas City. More than one position may be filled from this announcement. The Federal Public Defender operates under authority of Title 18, United States Code, Sections 3006A(g)(2)(A), to provide legal services by court appointment to individuals unable to afford counsel. The Capital Habeas Unit of the Federal Public Defender's Office represents men and women under a sentence of death.

**Requirements and Qualifications:** The successful applicant will have a minimum of two years of specialized work experience. Specialized experience includes: conducting ongoing, exhaustive, and independent investigations of every aspect of the client's character, life history, record, and any circumstances of the offense, or other factors, and maintaining complete and accurate files. A Master's degree in Social Work may be considered a substitute for work experience. Applicants should have a commitment to providing quality representation to indigent defendants and a reputation for personal integrity. A working knowledge of the criminal justice and correctional systems, psychology, and psychological testing are also required. Excellent interviewing and writing skills are essential for the position, as is the ability to locate, obtain, review, analyze, and summarize relevant records. Successful applicants will be able to prioritize projects and work both independently and cooperatively.

**Duties:** The duties of a Mitigation Specialist include developing and analyzing mitigation evidence to assist attorneys and clients to understand the nature of the case. In furtherance of these duties the Mitigation Specialist will:

- Interview clients and relevant persons in a culturally competent manner.
- Locate and conduct witness interviews to discover information, and to develop all mitigating circumstances in the client's life.
- Obtain necessary client signatures and ensure all release forms are current and timely.
- Gather, investigate, validate, and report to attorney all aspects of client's life history obtained from multiple sources including vital records, social services records, educational records, employment and personnel records, military records, medical/health records, arrest records, institutional records, community records, and interviews with persons relevant to the client.
- Determine with experts might be consulted and potentially retained to evaluate the client for substance abuse or mental illness.
- Maintain sufficient knowledge of current research and trends in areas such as substance

- abuse, mental health, and effects of incarceration.
- Assist the attorney in court where requested.

**Salary and Benefits:** The starting salary for the paralegal position will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP 11, Step 1, to JSP 14, Step 1, and currently yielding \$60,487 to \$101,876 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The successful candidate will be subject to a general background check as a condition of employment. All positions are at will and are subject to the availability of funds.

**How to Apply:** Qualified persons may apply by sending via email a letter of interest and resume in pdf format to: [fpdmow@gmail.com](mailto:fpdmow@gmail.com) (Letter of interest and references must be included).

The Federal Public Defender for the Western District of Missouri is an Equal Opportunity Employer.  
Women, minorities and individuals with disabilities are encouraged to apply.

*Closing date to submit application material is July 14, 2017.*