

The Federal Defender Program, Inc., (hereinafter “FDP”) is a Georgia non-profit organization which 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 Atlanta, Gainesville, Newnan and the Rome Divisions of the United States District Court. Below is a description of the job opening.

TITLE: Trial Unit Mitigation Specialist

APPLICATION DEADLINE: May 19, 2023

SALARY:

Based on experience and in accordance with guidelines issued by the Office of Defender Services.

POSITION REQUIREMENTS:

Minimum qualifications for this position are a post-graduate degree in social work or psychology. The position will require travel during work hours, as well as overnight travel. Valid driver’s license and vehicle are required for this position. Teleworking is not available.

DESCRIPTION OF DUTIES:

The Federal Defender Program, Inc., for the Northern District of Georgia, is soliciting applications for a Mitigation Specialist to conduct thorough mitigation investigations and produce written reports for cases that range from misdemeanors to felonies that carry a potential life sentence. Candidates must be adept at conducting trauma-informed interviews with clients, their families, and a variety of other witnesses. The Mitigation Specialist will be part of a team, usually consisting of an attorney, investigator and possibly a paralegal.

The Mitigation Specialist must be able to build relationships and develop rapport with clients and their families. A background in recognizing and assessing mental health symptomology, and storytelling skills that enable the candidate to craft a compelling, well-written narrative contextualizing the client’s life are required. The Mitigation Specialist will investigate the circumstances of the offense; obtain and analyze anecdotal and documentary evidence relevant to the client’s life history; identify, locate and interview witnesses relevant to both the crime and the client’s life history in a culturally competent manner; furnish memos on a variety of subjects including social histories and chronologies; assist in the identification of and work with experts; and possibly testify at sentencing. The ideal applicant will have investigation experience and/or experience working directly with indigent populations. Candidate will be required to prepare clear and concise written and oral reports, and have experience with Word – this position requires extensive writing. Experience in the following is preferred but not required: Adobe Acrobat, Microsoft Access and Microsoft Excel. Candidates must also be self-starters, dependable, organized, enterprising and able to work independently and well under the pressure of deadlines. Attention to detail is essential.

HOW TO APPLY:

Interested applicants should provide the following by mail or email: cover letter discussing your interest in the position, CV, writing sample, and contact information for two references, as well as a salary history:

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

or electronically by submitting 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.

The Federal Defender Program, Inc., is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

The Federal Defender Program, Inc., is solely funded by an annual grant from the Administrative Office of the United States Courts in the approximate amount of \$19,834,700.