



FEDERAL PUBLIC DEFENDER  
CENTRAL DISTRICT OF ILLINOIS

***POSITION ANNOUNCEMENT***  
**MITIGATION SPECIALIST**

Posted: September 2, 2021

Closing date: Open until filled, preference given to applications received by 9/16/21

The Federal Public Defender for the Central District of Illinois is accepting applications for the permanent position of Mitigation Specialist supporting attorneys in the Springfield and Urbana divisions. The selected candidate may choose to be stationed in either division. The Federal Public Defender's Office operates under the authority of the Criminal Justice Act 18 U.S.C. § 3006A to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

**Duties.** The Mitigation Specialist is bound by the rules of professional responsibility that govern the conduct of counsel respecting work product, privilege, diligence, and loyalty to the client. The Mitigation Specialist is responsible for developing and analyzing mitigation evidence for court proceedings to aid the court in making decisions regarding pretrial release, trial, and sentencing. In furtherance of these duties the Mitigation Specialist will:

- Assist attorneys in investigating, analyzing, developing, and presenting mitigation evidence.
- Develop and maintain relationships with clients, their family members, local social service providers, pretrial service and probation officers, and other entities to support both the client and attorney.
- Interview clients and relevant persons in a culturally competent manner.
- Locate and conduct witness interviews to discover information to assist the attorney in advocating for pretrial release, and develop all mitigating circumstances in the client's life to assist at trial or sentencing.
- 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 reports, institutional records, community records, and interviews with persons relevant to the client.
- Determine what experts might be consulted and potentially retained to evaluate the client for substance abuse or mental illness.
- Facilitate client's entry into treatment, housing, educational or vocational programs.
- 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, including preparing sentencing presentations and testifying.

**Qualifications.** The successful applicant must have a bachelor's degree and a minimum of two years of specialized experience. An advanced or graduate degree in Social Work is preferred. 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, which

may provide a basis for a lesser sentence; and maintaining complete and accurate files. 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. Fluency in Spanish is a plus.

**Salary and Benefits.** This full-time position is in the excepted service and offers full federal benefits, including Federal Employees Retirement System, Thrift Savings Plan, health and life insurance, annual and sick leave, and paid holidays. Starting salary will be commensurate with experience with a range from JSP (Judiciary Salary Plan) Grade 11, Step 1 to JSP Grade 14, Step 1 (currently \$64,649 to \$108,885 per annum).

**Conditions of employment.** Employees of the Federal Public Defender are members of the judicial branch of government and are considered “at will”. Applicants must be United States Citizens or authorized to work in the United States. The successful candidate will be subject to a general background check as a condition of employment and may be subject to periodic updates. Direct deposit is required for payment of compensation for employees. Applicants must have a valid driver’s license and the ability to travel across the Central District of Illinois, as duties involve significant travel.

**Application Information.** Qualified persons may apply by sending the following, in **one** PDF document, to:

[ilchr@fd.org](mailto:ilchr@fd.org)

- (1) letter of interest
- (2) current and detailed resume
- (3) writing sample that has not been edited by others
- (4) names and contact information for three work references who may be contacted
- (5) completed AO78 application

An email confirming receipt of the application materials will be sent to all applicants. Only those selected for interviews will receive further communication.

*The Federal Public Defender for the Central District of Illinois is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Costs associated with interviewing and relocation will not be reimbursed. **No telephone inquiries please.***

# FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name <i>(Last, First, Middle Initial)</i>	2. Phone Number
3. Present Address <i>(Street, City, State, Zip)</i>	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth <i>(complete only for law enforcement positions)</i>

### GENERAL

7. Are you a U.S. Citizen?  YES  NO If no, give the Country of your citizenship \_\_\_\_\_

8. a. Were you ever a federal civilian employee?  YES  NO If yes, give highest civilian grade: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Pay Plan Grade Step

b. Are you receiving a federal civilian annuity payment?  YES  NO

c. Are you receiving federal severance pay?  YES  NO If yes, give former agency contact/telephone: \_\_\_\_\_

d. Have you received a federal separation incentive payment in the past 5 years?  YES  NO If yes, state mo/yr received and former agency contact/telephone: \_\_\_\_\_

9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?  YES  NO If yes, give their names, positions, and relationships to you. \_\_\_\_\_

10. Have you ever served on active duty with the military?  YES  NO *(If yes, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)*

### BACKGROUND INFORMATION

For questions 11, 12, and 13, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

11. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)*  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

12. Have you been convicted by a military court-martial in the past 7 years?  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

13. Are you now under charges for any violation of law?  YES  NO If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

14. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?  YES  NO If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.

15. Are you delinquent on any Federal debt? *(Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).*  YES  NO If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

### EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?  YES  NO



**WORK EXPERIENCE**

*(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)*

**A**

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: <i>(Area Code and Phone Number)</i>	Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving		
Description of Work		

**B**

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: <i>(Area Code and Phone Number)</i>	Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving		
Description of Work		

**C**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )		Name and Address of Employer ( <i>firm, organization, etc.</i> )
Reason for Leaving		
Description of Work		

**D**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )		Name and Address of Employer ( <i>firm, organization, etc.</i> )
Reason for Leaving		
Description of Work		

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_