

# **FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED**

800 S. Gay Street, Suite 2400  
Knoxville, TN 37929-9714

Elizabeth B. Ford  
Federal Community Defender

Telephone 865-637-7979  
Fax 865-637-7999

## **POSITION ANNOUNCEMENT Mitigation Investigator**

Federal Defender Services of Eastern Tennessee, Inc. is the Community Defender Organization [18 U.S.C. §3006A(g)(2)(B)] for the Eastern District of Tennessee and provides defense services in federal criminal cases by appointment from the court to individuals unable to afford counsel. The organization has an opening for a mitigation investigator in its Greeneville office. The investigator is responsible for the fact and mitigation investigations of assigned cases. Applicants must possess substantial investigative skills to assist in a team approach to planning and developing litigation strategies and in investigating, analyzing, and developing mitigation evidence. The investigator is responsible for identifying, locating and interviewing a variety of witnesses; as well as identifying, collecting and reviewing a vast array of records. Candidates should possess excellent interpersonal skills, the ability to establish and maintain good working relationships, and the ability to communicate effectively, both orally and in writing and as a witness in court proceedings. A working knowledge of Word, Excel, Adobe, and PowerPoint is required.

To be considered for the position, candidates must have a bachelor's degree with at least three years of general experience and two years of specialized experience such as employment in the social work field. A graduate degree in Social Work is preferred.

Applicants must have a valid driver's license and insurance and own a vehicle for business purposes. SUBMIT APPLICATION which must include a resume and THREE REFERENCES by August 16, 2017, to FDSET, 800 S. Gay Street, Suite 2400, Knoxville, Tennessee 37929, or you can email your resume to TNE\_INV\_GV@fd.org. Resumes without references will be disqualified. No telephone calls, please. Women and minorities are encouraged to apply.

**FDSET IS AN EQUAL OPPORTUNITY EMPLOYER**