

**FEDERAL COMMUNITY DEFENDER OFFICE  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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**HELEN A. MARINO**  
FIRST ASSISTANT FEDERAL DEFENDER

**JOB ANNOUNCEMENT**

**TRIAL UNIT  
MITIGATION SPECIALIST  
(One Position)  
Posting Code 300100-18**

The Federal Community Defender Office for the Eastern District of Pennsylvania has an opening in its Trial Unit for a **Mitigation Specialist**. The Mitigation Specialist will be part of a trial team and play an integral role in the investigation, development, and presentation of mitigation evidence for federal capital trial cases and certain serious felony cases. The Mitigation Specialist will be responsible to locate and interview witnesses with relevant information about the crime and the client's family, background, and mental health; identify, locate and retrieve pertinent documents and other evidence; serve subpoenas; and assist with the preparation and presentation of evidentiary hearings, trial, or sentencing proceedings. The Mitigation Specialist should expect to engage in extensive travel throughout the country and occasionally abroad.

Candidates should possess substantial experience with the investigation and development of defense mitigation presentations. Experience with the investigation and development of mitigation evidence for capital trial or post-conviction cases is *strongly preferred*, as is experience with mental health or social work issues. Other desired qualifications include post-secondary education in relevant fields and knowledge of the federal court system. Candidates must possess excellent oral and written communication skills, interpersonal skills, and the ability to work well in a team-based approach. Candidates must be able to use a personal computer and possess skill using automated investigative tools and technology.

Candidates must possess a valid driver's license and insurance and own/operate a personal vehicle that is available for business purposes. The position requires that the incumbent occasionally lift and/or move up to 25 pounds and spend extended periods driving or riding in a car. Fluency (oral and written) in Spanish is preferred.

Salary will be based upon experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

Interested applicants should submit a cover letter and resume to Sonya Hutson, Human Resources Administrator, via e-mail at [EmploymentPAE@fd.org](mailto:EmploymentPAE@fd.org), or by regular mail to Suite 540 West, The Curtis Center, 601 Walnut Street, Philadelphia, Pennsylvania 19106. Candidates will be interviewed on an ongoing basis, and the position will remain open, until filled.

The Federal Community Defender Office is an Equal Opportunity Employer. Women and minorities are encouraged to apply.