

**NORTHERN DISTRICT OF INDIANA
FEDERAL COMMUNITY DEFENDERS, INC.
INVESTIGATOR-MITIGATION SPECIALIST
POSITION ANNOUNCEMENT**

NORTHERN DISTRICT OF INDIANA FEDERAL COMMUNITY DEFENDERS, INC., a non-profit, private corporation funded by the Administrative Office of the U.S. Courts, is accepting applications for a position of Investigator/Mitigation Specialist in our South Bend Division. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to individuals charged with crimes in federal court and related matters who are financially unable to retain counsel.

Duties: The Investigator/Mitigation Specialist will assist attorneys representing indigent clients charged with criminal offenses in federal court. This position will include work on various aspects of trial preparation which includes interviewing witnesses, gathering case-related reports and records, serving subpoenas, photographing and sketching crime scenes, and testifying in court. This position requires experience and expertise in investigating and developing mitigation evidence for plea negotiation and sentencing hearings.

Requirements:

To qualify for this position, the applicant (1) must have a valid driver's license, vehicle, and insurance; (2) must demonstrate an ability to work efficiently with individuals and groups, using tact and discretion in obtaining the cooperation and confidence of others; (3) must be competent in gathering and organizing facts through logical and objective analysis; (4) must be able to prepare clear and concise written and oral reports of investigative findings; (5) must demonstrate the ability and willingness to accept responsibility; (6) have a reputation for personal integrity, and (7) be willing to travel to meet with potential witnesses and conduct other investigation.

Prior experience working as an investigator on death penalty litigation would be a significant plus for the successful applicant. Specialized experience includes investigation and development of mitigation evidence. 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. A working knowledge of legal terminology, court procedures and a thorough understanding of computer programs (including Word, Excel, Adobe, PowerPoint and other Windows-based applications) would be very helpful. Using software programs for investigation and knowledge of computer hardware and software, camera, video and other technical equipment would also be very beneficial. Experience in videography and/or fluency in Spanish are also pluses.

Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant. Benefits include health and life insurance, retirement, and long-term disability.

Conditions of Employment: All application information is subject to verification. All employees are considered "at will." Employment may be subject to a satisfactory background investigation.

How to Apply: Qualified persons may apply by e-mailing a letter of interest, and résumé to: Kasia.Zadykowicz@fd.org. The letter of interest should be addressed to the following: Jerome T. Flynn, Executive Director, Northern District of Indiana Federal Community Defenders, Inc., 2929 Carlson Drive, Suite 101, Hammond, Indiana 46323. No phone calls please. Position announced January 10th, 2019; applications accepted until February 15, 2019.

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