



# FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF OHIO

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125 Market Street  
Youngstown, Ohio 44503-1780  
Phone: 330-746-6399  
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(By Appointment Only)

## ANNOUNCEMENT OF JOB POSTING

### 2020-01 Rev. MITIGATION SPECIALIST

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a **MITIGATION SPECIALIST** in its Capital Habeas Unit (“CHU”) located in the main office in Cleveland, Ohio. In accordance with the Criminal Justice Act (“CJA”), the office of the Federal Public Defender provides representation to individuals in federal criminal cases who are financially unable to retain counsel. Individuals hired for this position will represent indigent prisoners who have been sentenced to death in state court in federal capital habeas corpus proceedings in the United States District Court for the Northern District of Ohio, The United States Court of Appeals for the Sixth Circuit, and the Supreme Court of the United States.

**JOB DESCRIPTION** Individuals who are interested and would like to be considered for this position must possess excellent oral and written communication skills and a solid foundation in interviewing and psycho-social assessment. A successful candidate is expected to have a working knowledge of the Diagnostic and Statistical Manual of Mental Disorders (DSM) and be able to interact with professionals using DSM terminology. This position includes identifying and interviewing significant family members and social informants, performing extensive, reliable and multi-generational psycho-social histories and developing themes for mitigation based on a client’s psycho-social development. A successful candidate will be able to identify and collect records pertaining to client and his/her family, and conduct interviews in prisons, in the office and in the community, along with other relevant field work. Conducting interviews during evening hours and on weekends may be necessary. Capital mitigation experience is preferred but is not a pre-requisite.

Applicants must be proficient in relationship building and working as part of an interdisciplinary team. The position will require developing positive and sustaining relationships with clients and their families, working with a team of lawyers, investigators, paralegals and other experts, and assisting in the development and integration of mitigation themes as well as the preparation and implementation of field investigations.

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**REQUIREMENTS** Interested applicants must be able to demonstrate a firm commitment to providing representation of the highest caliber to indigent persons facing execution in a diverse, **team-oriented**, work environment. A Master's degree in Social Work is preferred. A Bachelor's degree in combination with relevant experience can be substituted for a Master's degree. This position may require extensive travel. Applicants must possess a valid driver's license, a functional vehicle and car insurance (mileage is reimbursable). Varying hours including nights, weekends, and holidays may be required.

**SELECTION REQUIREMENTS** Appointment is provisional based on the successful completion of a background investigation which includes fingerprinting. Applicants must be a U.S. citizen or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

**SALARY AND BENEFITS** The starting salary range is commensurate with experience at the Judiciary Salary Plan Grade of JSP 11 with promotional opportunities over time to JSP 14. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

**HOW TO APPLY** The method of application for individuals who meet these qualifications is by e-mail. Include as attachments: (1) a letter of interest; (2) a resume highlighting relevant experience and contact information for at least three references; (3) a completed AO 78; and (4) a recent writing sample not to exceed 10 pages. Send these documents in .pdf format to:

OHN\_Employment@fd.org  
Subject Line: CHU Mitigation Specialist

Representing those most vulnerable and in need of dedicated, compassionate, and diverse legal assistance, the Office of the Federal Public Defender is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are strongly encouraged to apply.

Multiple positions may be filled with this posting and the posting is open until the position is filled. Due to the anticipated volume of responses, only those candidates selected for interview will be contacted. Please, no phone calls.

FEDERAL JUDICIAL BRANCH
APPLICATION FOR EMPLOYMENT

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

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

GENERAL

7. Are you a U.S. Citizen? [ ] YES [ ] NO
8. a. Were you ever a federal civilian employee? [ ] YES [ ] NO
b. Are you receiving a federal civilian annuity payment? [ ] YES [ ] NO
c. Are you receiving federal severance pay? [ ] YES [ ] NO
d. Have you received a federal separation incentive payment in the past 5 years? [ ] YES [ ] NO
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts? [ ] YES [ ] NO
10. Have you ever served on active duty with the military? [ ] YES [ ] NO

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 16th birthday, (3) any violation of law committed before your 18th 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 10 years, have you been convicted, imprisoned, on probation, or on parole? [ ] YES [ ] NO
12. Have you been convicted by a military court-martial in the past 10 years? [ ] YES [ ] NO
13. Are you now under charges for any violation of law? [ ] YES [ ] NO
14. During the last 10 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
15. Are you delinquent on any Federal debt? [ ] YES [ ] NO

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent? [ ] YES [ ] NO If yes, Date of Completion \_\_\_\_\_

b. Name and location of colleges or universities attended (including law schools)	Dates Attended	Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			

16. c. Other schools or training attended (list name/location of school, dates attended, subject studied, certificates received, and other pertinent data):

**JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS**

17. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

**APPLICANTS FOR LEGAL POSITIONS**

18. a. Are you admitted to the Bar?  YES  NO If yes, list the Bar(s) to which admitted and date(s) of admission. If no, skip to 18b. \_\_\_\_\_
- Is your Bar membership  ACTIVE  INACTIVE \_\_\_\_\_
- b. What was your scholastic standing in law school?  UPPER ½  UPPER ⅓  UPPER ¼
- c. Were you a member of an editorial board of law review or a moot court participant?  YES  No

**19. REMARKS (Use this space for continuation of answers. List the item number being explained.)**

Blank space for providing remarks.

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

**B**

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