JOB ANNOUNCEMENT

Post-Conviction Mitigation Specialist

The Office of the Los Angeles Independent Defender Program (IDP) at the Los Angeles County Bar Association is accepting applications for a Post-Conviction Mitigation Specialist. The IDP is a nationally recognized, award-winning program of the Los Angeles County Bar Association providing oversight and legal support for appointed counsel who represent adults and youth charged with crimes in Los Angeles County. In response to wide-ranging changes in California law impacting the sentences of thousands of criminal defendants, the IDP is creating a legal team to coordinate and assist attorneys appointed to represent clients in a post-conviction posture.

The IDP Post-Conviction Mitigation Specialist will work as part of the post-conviction defense team, assisting IDP attorneys and social workers representing clients in resentencing proceedings across Los Angeles County courts. They will be responsible for investigating and analyzing relevant mitigation evidence in support of resentencing/release for clients currently incarcerated in California prisons. The Mitigation Specialist plays a critical role in the defense team by gathering relevant records, conducting needed factual investigation, and development of social histories. They will conduct interviews with clients and client family members, interface with CDCR to gather and review prison records, and investigate and retrieve all other relevant life history records (such as school, hospital, DCFS records) critical to mitigation in support of resentencing.

Responsibilities will include, but are not limited to:

- Coordination with IDP attorneys as part of the defense team advocating for resentencing/release of clients,
- Interfacing with CDCR in order to arrange for confidential calls and WebEx meetings with clients incarcerated in California prisons,
• Pulling and reviewing clients’ prison records, including comprehensive review and analysis of clients’ C-Files,
• Locating and interviewing witnesses and serving subpoenas as needed,
• Investigating and retrieving documents, records, and other evidence relevant to support a request for resentencing/release.

Qualifications:
• Equivalent combination of the following education and experience is required: B.S.W. or comparable degree (B.A. or B.S. in a related field) and a minimum of 4 years of experience as a mitigation specialist or investigator; M.S.W. or comparable degree in a related field and 2 years of experience as a mitigation specialist or investigator,
• Extensive experience in research and fact gathering,
• Excellent written, oral, and interpersonal communication skills are required,
• Demonstrated commitment and experience working with incarcerated/criminal legal system-involved individuals,
• Demonstrated commitment to social justice and/or criminal legal system reform,
• A working knowledge of the Los Angeles criminal legal system,
• Familiarity with CDCR institutions and practices, including proficiency in reviewing incarcerated individuals C-Files and a working knowledge of how to communicate with and obtain records for individuals incarcerated in California prisons,
• Understanding and experience with the protocols for interviewing clients, relatives, neighbors, teachers, employers and other potential mitigation witnesses to obtain information regarding the client’s life story relevant to statutory and non-statutory mitigating factors,
• Ability to work as part of the defense team in a client-centered practice and maintain the confidentiality of all information obtained while working on the case,
Exemplary communication, writing, and advocacy skills required,
Proficient in Microsoft Office suite, particularly Word and Excel,
Spanish fluency strongly preferred.

We provide a comprehensive employee benefits package in addition to a competitive salary determined by the candidate’s qualifications. We will be considering applications beginning now until the position is filled.

Please email a resume, writing sample and cover letter to job@lacba.org.
For more information about the IDP, please go to: www.lacba.org/idp