Mitigation Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
MITIGATION SPECIALIST I	3590	B20	$51,158 - $81,351
MITIGATION SPECIALIST II	3592	B22	$57,614 - $93,138
MITIGATION SPECIALIST III	3594	B24	$65,104 - $106,634
MITIGATION SPECIALIST IV	3596	B26	$76,530 - $129,430

GENERAL DESCRIPTION

Performs mitigation work involving analyzing, developing, and presenting mitigation evidence for clients at court proceedings to assist the court in making decisions regarding pretrial release, trial, and post-conviction.

EXAMPLES OF WORK PERFORMED

Conducts investigations of the client's character, life history, record, offense circumstances, or other factors that may provide the basis for a lesser sentence.

Conducts interviews with individuals familiar with the client's life history or family history, or who otherwise might possess mitigating evidence.

Gathers and analyzes documentary records of the client, family members, and other relevant third parties.

Supports attorneys in preparing and gathering demonstrative evidence.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

***Note**: Factors that may distinguish between the entry and journey levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related experience, education, and certifications. Other factors may include the type, scope, nature, complexity, sensitivity, and/or impact of assigned caseload and/or mitigation investigations performed. Employees at the journey levels may independently perform the full range of work identified within the current or previous levels and may assist others in performing work of greater complexity.*

MITIGATION SPECIALIST I: Performs entry-level to routine (journey-level) mitigation work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees may routinely assist other staff in performing work of greater complexity.

MITIGATION SPECIALIST II: Performs moderately complex (journey-level) mitigation work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Prepare genealogies, social history reports, chronologies, and reports on other relevant subjects such as cultural, socioeconomic, environmental, racial, and religious issues in the client's life.
- Collaborate with attorneys and other members of an interdisciplinary legal team in coordinating and integrating a client's life history evidence with the legal strategy in a client's case.

Note*: A senior-level employee (levels III and IV) may serve as a lead or supervisor; however, supervisory responsibilities within this job classification series will typically be found at level IV, depending on the structure and size of the supervised workgroup.*

Senior-level employees may perform the full range of work identified in the levels preceding their own, and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of the work performed; and the type, scope, nature, impact, or sensitivity of the assigned project(s), caseload, and/or investigations performed. Other factors may include the employee's related work experience, education, and certifications.

MITIGATION SPECIALIST III: Performs highly complex (senior-level) mitigation work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels, may provide guidance to other mitigation specialists, and may:

- Participate in selecting and preparing witnesses who will testify or consult with the defense team.

MITIGATION SPECIALIST IV: Performs advanced (senior-level) mitigation work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in their field and may work on multiple complex mitigation investigations simultaneously. They may provide strategic direction and oversight on highly complex mitigation work, including overseeing some of the most impactful investigations, and may:

- Review mitigation investigation techniques, recommend improvements, and develop best practices.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of legal practices and proceedings; of the role of mitigation in criminal defense; of mitigation investigative principles and techniques; and of the impact of cultural, racial, and socioeconomic factors.

- Skill in written and oral communication; in conducting interviews to elicit sensitive information; and in utilizing computers and relevant software effectively.

- Ability to interpret and synthesize mental health, financial, and forensic information; to understand legal principles and procedures; and to compile complete and accurate case files, including records that may assist successor counsel.

Additional for Mitigation Specialist III – V levels

- Ability to oversee and/or supervise the work of others.