



CLASS SPECIFICATION

Class Code: 6145
Date Est: 10/2001
Last Rev: 11/2019
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

MITIGATION SPECIALIST

DEFINITION

Under general supervision, performs journey level investigative work in the Public Defender's Office for mitigation; and performs related duties as required. An incumbent receives little supervision and minimal review in the performance of assignments.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in criminal justice, social work, psychology, human development and family studies or a related field AND one year of full-time experience in sentencing mitigation; OR equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Conduct criminal pre-trial investigations for felony death penalty and life cases.

Find alternatives to incarceration and submit recommendations to the Court.

Compile evidence and extensive documentation relating to client's background through investigation, interview and record search, collaborating with local law enforcement agencies, medical professionals and educational institutions.

Collect information and records on client's life history including family background, prior personal relationships, educational, medical, employment and criminal history to obtain information to assist in mitigation.

Counsel clients and family members regarding procedures, possible sentences and local resources.

Collect and maintain all resource material relating to Death Penalty sentences and trends.

Obtain court orders, subpoenas and other legal process from the appropriate authority; execute same by locating parties named in each document and performing proper in-person service of document to named parties.

Locate witnesses, interview and coordinate court appearances, serve subpoena(s) and conduct background investigations as necessary; obtain statements as part of the evidentiary process by interviewing witnesses, defendants, informants, co-defendants, victims, suspects and other relevant parties.

Initiate and maintain a variety of resource materials, files and records (computerized and manual) related to case mitigation and information gathered.

Prepare written reports for attorneys and courts.

Testify in court regarding actions, involvement, observations and information obtained as it relates to assigned investigations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Federal, state and local laws, statutes, codes, regulations and standards applicable to the area of assignment, including criminal, investigative and trial procedures operating within Washoe County.

Terms and acronyms commonly used in the assigned function.

Management information systems and software programs used in the assigned area.

Principles of Criminal, Constitutional and Administrative Law.

Judicial procedures in criminal trials.

Ability to:

Independently plan and conduct investigations.

Prepare case components for presentation in court.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic dynamics of human behavior.

Interviewing methods and techniques.

Research methods and available resources for obtaining information and documentation necessary to prepare a case for the defense.

Ability to:

Meaningfully interview people and deal with clients who suffer from the effects of poverty, addiction or mental health issues and can have difficulty trusting those trying to help them.

Obtain evidence and information by observation, through interview and physical collection.

Build and establish rapport and instill confidence in clients, client's families and loved ones, witnesses and others connected with investigations from a wide range of socio-economic backgrounds.

Analyze and evaluate data, evidence and statements and formulate logically supported conclusions.

Read, interpret and apply pertinent laws, statutes, codes and regulations, including administrative and departmental policies and procedures.

Write comprehensive, detailed narrative reports and psycho-social histories.

Operate a personal computer.

Provide assistance to families and handle difficult situations with clients.

Communicate in a clear, concise manner both orally and in writing.

Establish, foster and maintain effective working relationships with those contacted in the course or work including attorneys, medical professionals, community agencies and the public.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Work is performed in a standard office environment and various indoor and outdoor offsite locations including areas of risk. Ability to tolerate exposure to the elements. Ability to climb, stoop, crouch and kneel. Ability to lift and move objects weighing up to 25 lbs. Ability to operate office and investigative equipment including computers, telephones, calculators, copiers, FAX machines, still and video cameras, and audio/video recording equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.