



Office of Capital Writs

JOB VACANCY NOTICE

Posting Date: September 25, 2015

Closing Date: Until filled

Job Listing Identification Number: 215-16-01

OCFW Job Title: Investigator/Mitigation Specialist

Location: Austin, TX

State Job Title: Investigator IV-V

FLSA Status: Exempt

Monthly Salary Range:

Investigator IV: \$3,293.42 to \$5,370.75

Investigator V: \$3,763.17 to \$6,149.00

State Classification Number and Step: B18-B20

Type of Job: Full Time

Travel Required: Yes (50%)

Remarks:

The Texas Office of Capital & Forensic Writs (OCFW) is hiring an investigator/mitigation specialist to factually develop claims on behalf of our death-sentenced clients. The investigator/mitigation specialist will work as part of a team with attorneys representing clients sentenced to death in state habeas corpus and related proceedings. The ideal applicant will have investigation experience, familiarity with mental health and trauma-related issues, and/or experience working directly with indigent populations. In addition, the ideal candidate will be bilingual in Spanish and English, and highly skilled in oral and written communication in each language. **Salary will be commensurate with experience.**

The OCFW, then known as the Office of Capital Writs, opened its doors in 2010, representing death-sentenced persons in state post-conviction proceedings. On September 1, 2015, the scope of the Office's mission expanded to include the representation of a select number of capital and non-capital inmates raising challenges through forensic science writs, and its name changed to reflect the expanded mandate. As of October 1, 2015, the Director of the OCFW will be Ben Wolff.

This is an extraordinary opportunity to make a difference in Texas. The OCFW represents a substantial majority of persons sentenced to death in Texas in state habeas and related proceedings. Texas has a unitary post-conviction system; as such, OCFW begins providing

direct, post-conviction representation shortly after a client is sentenced to death, and continues to represent clients throughout state court. We are committed to client-centered and excellent post-conviction representation, in accordance with the ABA Guidelines, Guidelines and Standards for Texas Capital Counsel (2006) and the Supplementary Guidelines and Standards for the Mitigation Function of Defense Teams in Texas Death Penalty Cases (2015).

Duties:

- Identifying, locating and interviewing witnesses, including complaining witnesses, law enforcement and eyewitnesses, and gathering relevant documentary evidence to develop information concerning the circumstances of the alleged crime.
- Conduct a social history investigation by establishing on-going relationships with the client and family, and interviewing witnesses who are knowledgeable about the client at every phase of his or her life, relevant to both the crime and the client's life history in a culturally competent manner.
- Establishing rapport with clients and witnesses that overcomes barriers those individuals may have against the disclosure of sensitive information.
- Obtaining and analyzing anecdotal and documentary evidence relevant to the client's life history, including but not limited to: medical and psychiatric history; trauma history; educational history; employment history; military history; social service and child protective service contacts with the family; multigenerational family history and patterns of behavior; genetic disorders and vulnerabilities; prior adult and juvenile correctional experience; religious, gender, sexual orientation, ethnic, racial, cultural and community influences; and socio-economic, historical and political factors.
- Assisting in identifying and working with experts.
- Furnishing memos and/or reports on a variety of topics to counsel and experts, including social histories and chronologies.
- Working as a member and facilitating the success of interdisciplinary teams.
- Consulting with attorneys to develop theories of the case and case strategy.
- Organizing and administering the case file.
- Providing litigation support to counsel.

Minimum Qualifications:

- College degree (B.A./B.S);
- An organized and precise work practice *with attention to detail and accuracy*;
- A deep commitment to the representation of death sentenced persons, and persons from low income and other marginalized communities that is demonstrated by prior work experience;
- Excellent at written and oral communication;
- Highly developed interpersonal skills;
- Experience working with people of different racial and ethnic backgrounds and an awareness of the issues that must be overcome to successfully work with people who have life experiences you do not share;
- Strengths in teamwork, client relations and relationship building
- Creativity and energy in approaching all tasks and responsibilities.

Preferred Qualifications:

- Bilingual in Spanish and English;

- At least two years of experience as a fact investigator or mitigation specialist, equivalent experience working directly with indigent populations, or relevant post-graduate study (*e.g.*, M.S.W.)
- Familiarity or experience with key areas such as: mental health, trauma, intellectual disabilities, forensic sciences, prisoners and prisons (or other institutional settings);
- Experience in dealing with issues of race, ethnicity and poverty within the criminal justice system or elsewhere;
- Computer literacy in additional software, such as, spreadsheets, databases, case management software.

Employment Conditions:

- Ability to operate standard office equipment and software;
- A valid driver's license, and the willingness to operate a motor vehicle for client-representation purposes;
- Ability and willingness to travel throughout Texas, out of state, and on occasion, out of the country for client-representation purposes
- Willingness, on occasion, to operate a personal vehicle for client-representation purposes.

To apply for this position, send: (1) a letter of interest; (2) a resume; (3) a list of references; and (4) the mandated State of Texas Application for Employment to Erin Eckhoff at: erin.eckhoff@ocfw.texas.gov.

State applications are available at <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>.

The Office of Capital & Forensic Writs is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age, disability or any other impermissible basis in employment or the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Sandra Justice, the Office of Capital & Forensic Writs Senior Accountant, at (512) 463-8520.