



The Indiana Federal Community Defender (IFCD) is now taking applications for the position of Paralegal to the Mitigation Specialists. IFCD is a 501(c)(3) corporation that represents indigent persons accused of federal crimes. Our office is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We are not a federal agency though we do largely follow federal procedures and protocol. Employees enjoy generous benefits and work/life balance.

The responsibilities of the Mitigation Paralegal will include, but are not limited to:

- Search, locate, and obtain social history records on a caseload of clients and their family members, including:
 - o School records
 - o Social service records
 - o Juvenile and family court records
 - o Medical
 - o Military
 - o Employment
 - o Correctional
 - o Family records such as birth, marriage and death
 - o Alcohol/drugs abuse/assessment and treatment records
- Maintain a database used to track records contact information and create tracking spreadsheets to track requested records production across your caseload
- Assist mitigation specialists with helping clients on pretrial release access services that will assist them in complying with conditions of supervised release
- Provide support and information to family members and loved ones of client
- Assist mitigation specialists with transfer of records and appropriate documents to defense experts

The ideal candidate will:

- Have a Bachelor's Degree in Social Work, Psychology, or other social services degree, or commensurate educational experience;
- Have some knowledge of the criminal justice system, familiarity with the federal criminal court is a plus;

- Be a tenacious advocate and a creative thinker. Records custodians can be challenging. You must be the kind of person who is able to deal with a variety of personality types and who can approach a problem from different angles until you reach your goal, production of records;
- Possess excellent organizational skills, interpersonal skills, and communication skills;
- Possess humility, humor, and curiosity;
- Be able to collaborate on a team;
- Must be flexible and the able to juggle multiple tasks;
- Possess a valid Indiana driver's license and be willing to travel, when required;
- Be willing to visit incarcerated persons;
- Be committed to equal justice under the law;
- Be willing at all times to strive toward cultural competence.

Salary will be based upon experience, education, and skill consistent with federal guidelines and regulations. We are proud to offer an excellent benefit package.

Application for this position may be made by sending a resume to: IFCD_Applications@fd.org. You must put "Mitigation Paralegal" in the subject line of your email in order to be considered.

Position open until filled. NO PHONE CALLS PLEASE.

**The IFCD is an equal opportunity employer.
Women and minorities are encouraged to apply.**