



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MITIGATION SPECIALIST

Job Number: 20001901

Job Code: 98680V240216

Job Group: 9800 - LAW

Job Established: 04/01/1995

Job Revised: 02/16/2024

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Develops and presents mitigating circumstances for defendants charged with or convicted of a death penalty crime. Conducts interviews and investigation necessary to develop social histories, and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in social work, psychology, counseling, paralegal studies, law enforcement or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience as a mitigation specialist or in performing work relating to the collection of data used in compiling information for legal professionals in developing background information for cases.

Substitute EDUCATION for EXPERIENCE:

A master's degree in one of the above areas will substitute for the bachelor's degree and two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in performing work related to the collection of data used in compiling information for legal professionals in developing background information for cases will substitute for up to two years of the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Obtains and evaluates family histories, jail records, work records, medical records, educational records, and any other record. Prepares correspondence, social histories, reports, and other documentation of work. Conducts witness interviews and field investigations regarding competency, alcohol/drug dependence, mental health, and/or any other contributing factor to client's life. Prepares reliable social histories and themes regarding mitigation based on the client's psycho-social development, future dangerousness, and other capital sentencing factors. Prepares written reports/memoranda for all client interviews, witness interviews, record reviews, and any other important aspect of the case and submits such to team members. Provides court testimony on behalf of clients. Maintains well-documented and dated files for all clients. Assists attorneys in developing theories for the case, developing mitigation and generating narrative and inputting such into the trial notebook. Participates with all team members in preparation of mitigation and/or inputs mitigation witnesses into the trial notebook. Interviews clients, their families, and others in order to reveal mitigating circumstances contributing to the defense of the client. Prepares meaningful, concise, and accurate reports regarding any mitigating factors that could assist the attorney in the defense of the client accused of a death penalty crime. Researches and recommends appropriate case direction in the area of mitigation. Prepares policy proposals within the mitigation specialist program. Writes articles for The Advocate. Prepares and presents lectures and training programs in the area of mitigation. Secures experts to testify in court. Consults with field attorneys in the area of mitigation. The mitigation specialist is a critical part of the death penalty defense team and works closely with the other team members in order to provide insight and direction throughout the trial, appellate, and/or post-conviction phases of the case.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting, but incumbents will be required to travel to correctional facilities and to other settings throughout the state in order to gather pertinent information.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.