

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Mitigation Investigation Specialist

SERIES NO.:
2613

MAJOR AGENCIES:
Public Defender only

EFFECTIVE:
04/02/2017

SERIES PURPOSE:

The purpose of the Mitigation Investigation Specialist is to develop a detailed personal, family & social history for clients charged with capital offenses by conducting in-depth investigations and interviews with clients, client's family members, and other persons with knowledge of client's background and collects evidence for subsequent defense of indigent clients.

Note: Classification series is reserved for Public Defender only.

JOB TITLE

Mitigation Investigation Specialist

JOB CODE

26131

PAY GRADE

32

EFFECTIVE

04/02/2017

CLASS CONCEPT:

The advanced level class works under general supervision & requires thorough knowledge of psycho-social & mitigation techniques in order to conduct in-depth psycho-social investigations of clients charged with capital offense(s) by investigating the facts & circumstances of the alleged offense(s) & the client's background.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Mitigation Investigation Specialist	26131	07	04/02/2017	32

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts &/or leads in-depth psycho-social investigations of clients charged with capital offense(s) by investigating the facts & circumstances of the alleged offense(s) & the client's background (e.g., identifies, locates & contacts suspects, claimants, employees, attorneys, witnesses, federal, state & municipal agencies to obtain information by telephone, correspondence &/or interview; gathers physical documentary evidence & collects & organizes evidence for subsequent defense of indigent persons.) & prepares reports of investigations conducted & psycho-social field investigation findings.

Conducts &/or serves as lead investigator on complex & specialized criminal fact investigations in felony, death penalty & juvenile cases at all stages of the proceedings, including, but not limited to, trial, post-conviction, federal habeas & clemency.

Testifies in court regarding findings of fact investigation & psycho-social history/mitigation investigation; presents findings of the investigations to attorneys & experts & develops a mitigation presentation of defense in capital trials, juvenile life without parole cases, or post-conviction cases; acts as liaison with clients' families, law enforcement & other administrative agencies to transmit vital information.

MAJOR WORKER CHARACTERISTICS

Knowledge of agency, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*; behavioral sciences; psycho-social investigation techniques; criminal evidence & procedure; case preparation; supervisory principles/techniques*; employee training & development*; interviewing & investigation; mitigation; human relations. Skill in self-defense tactics & use of pepper spray*. Ability to gather, collate & classify information about data, people or things; define unusual problems, collect data, establish facts & draw complex conclusions; write &/or edit complex mitigation reports; gather psycho-social information including the ability to obtain, understand & analyze all documentary & anecdotal information relevant to the client's life history; establish good rapport with clients and their families; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in behavioral sciences (e.g., social work, sociology, criminal justice, psychology); 6 mos. exp. in criminal investigations.

-Or 30 mos. exp. conducting mitigation or criminal fact investigations.

-Or equivalent of Minimum Class Qualification For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must acquire and maintain a valid Notary Commission in Ohio and complete the Office of Public Defender Safety Training within probationary period.

UNUSUAL WORKING CONDITIONS

Requires travel; may require overnight travel; exposure to physical hazards from hostile &/or violent persons (e.g., verbal abuse & threats of assault, animal &/or human attacks), unsafe environments to include used syringes, rodents, bed bugs, lice, fleas, or other hazards; must be able to provide own transportation.

