



GEORGIA PUBLIC DEFENDER COUNCIL

Job Title: Criminal Investigator Supervisor

Working Title: Mitigation Manager

Job Code: PSP093

Grade: LL

Salary Minimum: \$58,262.95

Salary Midpoint: \$76,361.55

Salary Maximum: \$94,460.15

The Criminal Investigator Supervisor, overseer of Mitigation Services, supervises, guides, and/or instructs the work assignments of subordinate staff. Assists in planning, and coordinator of the activities of a statewide investigation program. Investigates alleged or suspected violations of Federal, state, or local laws, rules, and regulations to determine if evidence is sufficient to recommend prosecution or to report finds to the appropriate jurisdictional authority for their action.

The Manager of Mitigation Services directs the Georgia Public Defender Council's statewide mitigation function in the most serious and complex cases, including death-eligible and death-notice matters, serious violent felonies, RICO and gang prosecutions, and juvenile life-without-parole cases. The position provides expert consultation, supervision, training, and strategic coordination to mitigation specialists and defense teams across all 49 judicial circuits, ensuring the early identification and development of mitigating evidence to improve client outcomes and reduce exposure to the State's most severe penalties.

As the agency's senior mitigation authority, the Manager establishes and enforces practice standards consistent with the national standard of practice articulated in the ABA Guidelines for the Appointment and Performance of Defense Counsel in Death Penalty Cases (2003, rev.) and the Supplementary Guidelines for the Mitigation Function of Defense Teams in Death Penalty Cases (2008). The position operates as the mitigation counterpart to the agency's early-intervention strategy, deploying specialists before indictment where appropriate to develop comprehensive, multi-generational life-history evidence at the earliest stages of representation.

Essential Duties and Job Responsibilities:

Case Consultation and Support

- Provide advanced mitigation consultation and investigative support on death-eligible, serious violent felony, juvenile life-without-parole, gang, RICO, and other complex criminal cases statewide.
- Assist defense teams in developing comprehensive, multi-generational life-history and social-history investigations.
- Review cases at the earliest stages of representation, including pre-indictment, to identify mitigation opportunities, investigative needs, and strategic considerations.
- Develop strategic mitigation and investigative plans in collaboration with attorneys, investigators, law enforcement agencies, forensic experts, and other stakeholders.
- Conduct complex investigations, background investigations, and fact-development activities.
- Obtain, verify, analyze, and preserve evidence through interviews, observations, surveillance, research, records review, and collaboration with other agencies and authorities.
- Coordinate the collection, review, and analysis of educational, medical, mental health, military, child welfare, correctional, and other relevant records.
- Examine records and information to identify evidentiary links, mitigation factors, and case-related issues.

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- Identify case issues and evidence needed based on analysis of charges, complaints, allegations, and applicable law.
- Direct the integration of psychological, neurological, developmental, trauma-related, and other mitigating evidence relevant to statutory and non-statutory sentencing considerations.
- Prepare reports detailing investigative findings, mitigation assessments, recommendations, and case developments.
- Prepare warrants, affidavits, and related investigative documentation, and testify in court as required.

Supervision and Management

- Supervise, mentor, and evaluate mitigation specialists, sentencing advocates, investigators, agents, and other assigned staff.
- Assign, prioritize, and monitor caseloads and workloads based on case complexity, risk level, and agency standards.
- Allocate mitigation and investigative resources consistent with agency needs and applicable workload standards.
- Determine the scope, timing, direction, and priorities of investigations and mitigation activities.
- Establish, implement, and maintain standards, policies, procedures, and best practices for mitigation and investigative services.
- Conduct performance evaluations and support professional development planning for assigned staff.
- Prepare budgets and assist in the management of departmental resources.
- Conduct internal investigations involving law enforcement agencies and related entities, as assigned.
- Represent the agency at meetings, seminars, and professional forums.

Training and Professional Development

- Develop, coordinate, and deliver statewide training programs for attorneys, investigators, mitigation specialists, law enforcement personnel, and other criminal justice professionals.
- Provide instruction on mitigation practice, investigative techniques, interviewing protocols, records development, evidence collection, and case preparation.
- Train attorneys and investigators on the effective use of mitigation and investigative evidence in litigation, sentencing proceedings, and plea negotiations.
- Promote trauma-informed, culturally responsive, and evidence-based advocacy practices throughout the agency.
- Support ongoing professional development, quality assurance, and adherence to national standards and best practices.

Strategic Case Review

Participate in early-intervention reviews and strategic assessments for:

- Death-notice cases
- Potential death-eligible cases
- Serious violent felony cases

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Juvenile life-without-parole matters
Complex gang and RICO prosecutions

- Other complex or high-exposure criminal matters
- Identify cases requiring enhanced investigative or mitigation resources and deploy personnel accordingly.
- Collaborate with attorneys, investigators, forensic experts, law enforcement agencies, and other stakeholders to evaluate case strategy and resource needs.
- Obtain and analyze information relevant to case development and resolution.

Program Development

- Develop and implement mitigation and investigative protocols, policies, procedures, and quality-assurance measures aligned with national standards and agency objectives.
- Maintain and strengthen relationships with experts, evaluators, service providers, law enforcement agencies, and other partners.
- Assist in securing grants, funding opportunities, and other resources to support mitigation and investigative initiatives.
- Monitor program effectiveness and recommend improvements to services, operations, and resource allocation.
- Prepare reports, analyses, and recommendations regarding program performance, investigative outcomes, and operational needs.
- Perform all other duties as assigned.
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

MINIMUM QUALIFICATIONS:

- Master's degree in Social Work, Psychology, Counseling, Public Health, or a closely related behavioral-science field from an accredited institution. A doctoral degree (Ph.D., Psy.D., D.S.W.) is strongly preferred.
- A minimum of seven (7) years of progressively responsible experience as a mitigation specialist in capital or comparably serious felony litigation, including demonstrated lead responsibility on death-penalty or death-eligible cases.
- A minimum of three (3) years of supervisory, lead, or program-management experience over multidisciplinary defense personnel.
- Demonstrated mastery of the law governing mitigation evidence; of behavioral, neurological, developmental, and mental-health conditions as described in the current edition of the DSM; and of protocols for interviewing clients, family members, and collateral witnesses.
- Comprehensive, working command of the ABA Guidelines and the Supplementary Guidelines for the Mitigation Function of Defense Teams in Death Penalty Cases.

AGENCY QUALIFICATIONS:

- Follow the qualification requirements established for the Mitigation Services Manager.
- Possesses a valid Class C driver's license.
- Knowledge of legal procedures and processes.
- Possesses effective interview and interrogation techniques.
- Knowledge of case management tools, techniques, technology, and software.
- Independently plans, organizes, and conducts investigations.
- Possesses the knowledge to effectively conduct surveillance, use covert devices, and interview informants.
- Effectively establishes and maintains effective working relationships with attorneys, representatives of other agencies, clients, the public and co-workers.
- Demonstrates proficiency in the performance of the essential duties and responsibilities.
- Exercise sound judgment and decision-making.
- Effectively communicates with system stakeholders, including community partners, clients, families, treatment providers, and others.
- Must be able to work efficiently and effectively with internal and external customers of the Office.

PREFERRED CREDENTIALS and SPECIALIZED TRAINING:

- Active membership and credentialing through the National Alliance of Sentencing Advocates and Mitigation Specialists (NASAMS) and/or the National Association for Public Defense (NAPD).
- Completion of recognized capital or serious felony litigation and mitigation training (e.g., NLADA, Gideon’s Promise, the National Defender Training Project, or comparable death-penalty defense colleges).
- Clinical licensure or certification (e.g., LCSW, licensed psychologist, or board-certified clinician) supporting the assessment and presentation of mental-health and trauma evidence.
- Demonstrated experience qualifying as, or working alongside, expert witnesses in capital or serious felony litigation.
- Published work, curriculum development, or recognized teaching and presentation history in mitigation, forensic social work, or capital or serious felony litigation.
- Direct experience supervising multidisciplinary defense teams across a multi-county or statewide system.
- Follow the Mitigation Services Manager position

KNOWLEDGE, SKILLS, and ABILITIES

- Ability to build rapport and elicit sensitive, traumatic, and stigmatized information from clients and witnesses in a culturally competent, client-centered manner.
- Exceptional analytical, organizational, and writing skills, including the ability to synthesize voluminous records into clear, persuasive social-history narratives.
- Sound professional judgment in handling confidential and privileged information.
- Proven ability to lead, mentor, and set standards for a geographically dispersed professional team.
- Proficiency with case-management systems, records databases, and standard office software.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER