

THE CAPITAL APPEALS PROJECT

A Non-Profit Law Office

www.TheJusticeCenter.org

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INTERIM EXECUTIVE DIRECTOR
MERCEDES MONTAGNES

JOB ANNOUNCEMENT **INVESTIGATOR** March 2018

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The Capital Appeals Project (CAP) is a non-profit law office based in New Orleans, Louisiana. It was founded in 2001 to provide capital representation to indigent people on Louisiana's death row. One of the leading death penalty appeals offices in the South, CAP has provided top notch representation to its clients before the Louisiana Supreme Court and the United States Supreme Court and has acted as a resource to public defenders and criminal defense lawyers across the state. CAP's efforts on its clients' behalf and in providing training and counsel to other public defenders have improved the quality and standards of representation for indigent defendants and prisoners in Louisiana.

CAP is seeking a full-time **investigator/mitigation investigator** to work primarily on capital cases. Responsibilities include gathering records and information, investigating the facts and circumstances of the crime and the client's background, locating and interviewing potential witnesses, developing family and social histories, researching and writing on a myriad of issues, including mental health and trauma, compiling detailed social and personal histories, maintaining organized case files, and providing support for attorneys at hearings. Other duties include identifying factors in a client's background that require expert evaluations, consulting with attorneys to develop guilt and penalty phase theories of the case and case strategy, and working with clients and client family members while a case is pending. Most importantly, CAP is seeking applicants who have the skills to listen, ask questions, appreciate and understand, reach across cultures and ethnicity, describe in detail and keep track of a multiplicity of things – whether those skills come from prior investigative experience or other work or personal circumstance.

Qualifications

- Bachelors degree
- At least 1 year of relevant experience
- Driver's license and ability & willingness to travel
- Respect for the humanity and dignity of our clients
- Excellent organizational skills and attention to detail
- Ability to absorb, integrate, and systematize large amounts of information
- Excellent written and oral expression
- Highly developed interpersonal skills

- Ability to work well with teams and to relate well to clients and witnesses
- Commitment to working with clients in poverty and from diverse backgrounds
- Experience in dealing with issues of race and poverty, and working with people of different racial and ethnic backgrounds
- Willingness to work long hours when necessary
- Capacity to occasionally travel and work on nights and weekends
- Willingness and ability to regularly visit correctional facilities

Desirable, but not essential

- Computer literacy in software such as spreadsheets, databases, case management software

Salary

Commensurate with experience, and generous benefits starting at \$35,000.00.

How to Apply

Please email or mail cover letter addressing qualifications, resume, writing sample, and three references to: Zain Tewalthomas, Executive Administrator, Capital Appeals Project, 636 Baronne Street, New Orleans, LA 70113, ztewalthomas@thejusticecenter.org. Applications will be accepted through April 15, 2018.

*CAP values diversity and is an equal opportunity employer.
CAP does not discriminate on the basis of criminal record, race, gender identity, religion,
ethnicity, or sexual orientation.*