



# HABEAS CORPUS RESOURCE CENTER

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www.hcrc.ca.gov

The Habeas Corpus Resource Center is an equal opportunity employer. The HCRC believes that a diverse workforce and inclusive workplace culture enhances the performance of our organization and the quality of representation that we provide to a diverse client base. The HCRC welcomes all applicants, and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by law.

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** HCRC DOCKET SPECIALIST

**JOB REQUISITION:** 1019

**LOCATION:** SAN FRANCISCO, CA

**SALARY:** \$5164-\$6277

### OVERVIEW

We are seeking a **Docket Specialist** to join our office as an essential member of our team. The **Docket Specialist** tracks activities in California death-penalty cases. The position collects and reviews legal documents to identify important events and calendars deadlines per court rules. Additionally, the **Docket Specialist** maintains our case tracking databases, produces reports, and works on special projects. The **Docket Specialist** works independently and collaborates with staff.

The Habeas Corpus Resource Center (HCRC) was established in 1998 as a State of California Judicial Branch entity. The office represents death row inmates and acts as a resource center for external attorneys working on death penalty cases. We are conveniently located in downtown San Francisco near the Montgomery MUNI/BART station.

### RESPONSIBILITIES

- Perform docket/case-tracking functions per office procedures
- Maintain office docket with case activity and due dates; ensure it matches official court dockets
- Process legal documents; enter data into tracking systems
- Research, compile information, and prepare reports (standard and customized)
- Develop workflows and draft documentation
- Assist staff with court filing procedures and research, and update staff on changes to court rules and procedures
- Work independently and with legal teams, project teams, and other staff
- Direct and review the work of other staff
- Act as a liaison between the HCRC and court clerks
- Help train staff about office docket, calendar, and case-tracking workflows
- Work with others to enhance docketing services

## **QUALIFICATIONS**

### **Knowledge of:**

- Automated docketing/calendaring and case tracking database systems
- Processing, coding, and managing large collections and tracking of data using complex document and data management systems
- Data entry and the application of data quality control practices and procedures
- Policies, procedures, and jurisdictional requirements associated with appeals and original proceedings before the state and federal courts
- Document management principles and practices
- Correct business English and legal terminology; exceptional spelling, grammar, and punctuation skills

### **Ability to:**

- Maintain thorough knowledge of the office's docket and calendar protocols
- Perform manual and computerized docket/calendar functions and resolve docket/calendar issues
- Communicate effectively orally, and in writing, including strong spelling and grammatical skills
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines with careful attention to detail
- Meet time commitments and keep others informed of work progress, timetables, and issues
- Use tact and discretion in dealing with those contacted in the course of the work; maintain the highest level of confidentiality
- Work both independently and as part of a team; work effectively with all levels of the organization, with an affinity towards customer service
- Apply strong organizational, analytical, and problem-solving skills
- Prepare effective written materials

## **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays as necessary
- May be required to travel as necessary

## **EDUCATION / EXPERIENCE**

Equivalent of a Bachelor's degree and two years' experience in legal docketing, calendaring, and processing

Additional experience may be substituted for education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for six months of required experience

## **HOW TO APPLY**

This position requires submission of an official application and your resume. The application is located at: <http://www.hcrc.ca.gov/hiring.php>. You may, at your option, include a cover letter highlighting your docketing experience.

Please e-mail your application materials to: **JobApplications@hcrc.ca.gov**

**OPEN UNTIL FILLED**

Previous applicants must reapply for further consideration. Every application is reviewed in its entirety. Candidates whose written qualifications appear to best meet the HCRC's needs will be contacted to participate in the interview process. The State of California requires prospective employees to provide verification of employment eligibility or authorization to legally work in the United States.

**Employment Benefits Include:**

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)