

# HABEAS CORPUS RESOURCE CENTER

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[www.courtinfo.ca.gov/careers/](http://www.courtinfo.ca.gov/careers/)

[www.hcrc.ca.gov](http://www.hcrc.ca.gov)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE: STAFF ATTORNEY I-III / HABEAS CORPUS COUNSEL I-III**

**JOB REQUISITION: 0916 ATTY**

### **DEPARTMENT STATEMENT:**

The Habeas Corpus Resource Center (HCRC), located in San Francisco, has an exciting opportunity for attorneys interested in indigent capital defense litigation.

The HCRC provides direct legal representation to death row inmates in post-conviction proceedings in state and federal courts. In addition, the HCRC acts as a resource center to outside counsel for the defense of death row defendants. Positions will be filled depending upon the needs of the HCRC and the applicant pool.

### **STAFF ATTORNEY**

The three Staff Attorney classifications are entry-level positions in the HCRC attorney series. Under close supervision within a case-team structure, Staff Attorneys receive comprehensive training and direction in the representation of indigent death row inmates in habeas corpus proceedings.

### **HABEAS CORPUS COUNSEL**

The three Habeas Corpus Counsel classifications are the journey-level positions in the attorney job series. Within a case-team structure, Habeas Corpus Counsel represent indigent death row inmates in habeas corpus proceedings. As Habeas Corpus Counsel advance through the series, they accept greater case responsibilities, perform specialized legal work, and ultimately provide lead direction to, and review the work of, assigned staff.

Travel is required both within California and out-of-state.

### **EDUCATION AND EXPERIENCE NECESSARY:**

All Staff Attorney and Habeas Corpus Counsel positions require admission to the State Bar of California. Applicants who are not current California bar members may be considered for employment. If selected, the individual will be required to be admitted to the California bar within 18 months from the date of appointment. The salary level, pending bar admission, will be commensurate with legal qualifications of the selected individual.

## MINIMUM QUALIFICATIONS

**Staff Attorney I:** Admission to the State Bar of California.

**Staff Attorney II:** Equivalent of one year of post-bar legal experience; or one year as a Staff Attorney I with the HCRC.

**Staff Attorney III:** Equivalent of two years of post-bar legal experience; or one year as a Staff Attorney II with the HCRC.

**Habeas Corpus Counsel I:** Equivalent of two years of post-bar legal experience in criminal defense; or two years as a Staff Attorney III with the HCRC.

**Habeas Corpus Counsel II:** Equivalent of four years of post-bar legal experience with three years in criminal defense, including one year in capital defense; or one year as a Habeas Corpus Counsel I with the HCRC.

**Habeas Corpus Counsel III:** Equivalent of six years of post-bar legal experience with four years in criminal defense, including two years in capital defense; or one year as a Habeas Corpus Counsel II with the HCRC.

## DESIRABLE QUALIFICATIONS

Desirable qualifications include strong advocacy skills, particularly in research and writing, as well as a demonstrated interest in defense-related work. Fluency in oral and written Spanish is highly desirable. Technological skills are also desired, including proficiency in Microsoft Word, Outlook, Excel, and Adobe.

## HOW TO APPLY

All positions require submission of a resume, an official application, and a response to the supplemental questionnaire. Please apply online at <http://www.hcrc.ca.gov/employment.php>. ***Resumes without the required application and supplemental questionnaire will not be considered.***

Please refer to Job Req. **0916ATTY** in all communications, including your application, and list the state and date of bar admission. Previous applicants must reapply for further consideration.

Applicants may apply for multiple levels on one application form. For earliest consideration, please apply by **Friday, September 23, 2016**. Applications will be accepted before and after the earliest consideration date, and the position is open until filled. If you have applied for a position with HCRC previously, you must reapply to be considered in this round of hiring.

## RECRUITMENT AND SELECTION PROCEDURE

The HCRC's recruitment and selection process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of the HCRC will be contacted to participate in a multi-level interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications we receive, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications. The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

***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.***

**Please Note:** If you are selected for hire, the Judicial Council will require verification of employment eligibility or authorization to legally work in the United States.

### **CURRENT MONTHLY SALARY RANGES**

Staff Attorney I:	\$5,541
Staff Attorney II:	\$5,562 – 6,140
Staff Attorney III:	\$6,706 – 8,520
Habeas Corpus Counsel I:	\$7,372 – 9,369
Habeas Corpus Counsel II:	\$8,488 - 11, 326
Habeas Corpus Counsel III:	\$9,605 – 12,819

### **BENEFIT PACKAGE HIGHLIGHTS**

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$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
- Flex-Elect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**SUPPLEMENTAL QUESTIONNAIRE  
FOR  
STAFF ATTORNEY I-III / HABEAS CORPUS COUNSEL I-III  
#0916ATTY**

**This supplemental form is intended to provide more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications.**

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Please provide a brief description of your legal experience, including the extent of your experience in representing criminal defendants, appellants/petitioners, and your experience representing death row inmates in capital cases.
3. Describe your experience researching a complex factual topic, such as a medical or mental health issue. If you have worked with experts, please describe the type of expert and the project.
4. Please provide a brief description of your experience, if any, in presenting oral arguments or conducting evidentiary hearings.
5. How will your past work, volunteer, or other experiences enhance your work on behalf of HCRC's clients?
6. Please describe your proficiency in any foreign languages, including a description of how you have used your language skills in past work or volunteer experiences.