

HABEAS CORPUS RESOURCE CENTER

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www.courtinfo.ca.gov/careers/

www.hcrc.ca.gov

EMPLOYMENT OPPORTUNITY

JOB TITLE: LEGAL CASE ASSISTANT

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: CA0617

OVERVIEW

The Habeas Corpus Resource Center (HCRC), located in San Francisco, has an exciting opportunity for a Legal Case Assistant in an entity that provides legal representation to death-row inmates. The primary purpose of the HCRC is to represent death row inmates in post-conviction proceedings in state and federal courts and to serve as a resource to private appointed counsel in capital post-conviction proceedings. The HCRC has an authorized staff of 86 people, including 34 attorneys. Additional information about the HCRC can be found at www.hcrc.ca.gov.

Under close supervision, case assistants provide varied administrative support to office staff members providing representation of indigent death-row inmates in habeas corpus proceedings; conduct special projects; and perform related work as assigned.

Case Assistant is an entry-level class. Incumbents are trained either to support case teams (attorneys, paralegals, investigators) or to support office docketing functions and resource development. As experience is gained, there is greater independence of action within established guidelines.

RESPONSIBILITIES

- Provides clerical, procedural, and legal case assistant support to legal and project teams and other assigned staff;
- Organizes work, sets priorities with direction, and follows up to ensure coordination and completion of assigned projects. Works with investigators and paralegals to request and gather records;
- Assists legal staff with state and federal court filing procedures, formats, and local rules/procedures;
- Updates databases and informs case teams of correspondence and recent filings;
- Updates filing calendar and provides regular and ad hoc calendar updates;
- Drafts a variety of documents with instruction, including general and legal correspondence, status reports, case and program materials, tables, charts, and graphs;
- Transcribes tapes, electronic dictation, and handwritten notes;
- Prepares, organizes, and maintains electronic and paper materials for processing and distributes relevant materials;
- Prepares, organizes, and maintains physical filing system for all case teams;
- Follows up on projects, transmits information, and keeps informed of case and organizational activities;
- Schedules, arranges, and participates in meetings;
- Coordinates logistical and travel arrangements for staff and experts;
- Coordinates the preparation and provision of materials and binders for meetings and programs;
- Researches and compiles a variety of information and prepares periodic and special reports;
- Performs routine clerical and administrative support for case teams, and assists in office administration as needed;
- Provides word processing support; and

- Provides administrative support to traveling team members.

WORKING CONDITIONS

- Must be available to work occasional evening and weekend hours;
- Must be available to work overtime and on weekends and holidays; and
- May be required to travel as necessary to provide on-site support.

SALARY RANGE: \$3,108 - \$3,778

QUALIFICATIONS:

- Education/Experience: equivalent to an associate's degree
- Requires a valid California driver's license.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures, including alpha/numeric filing, business letter writing, and the standard format for memoranda, briefs, drafts, opinions, and other typed materials;
- Correct business English, with exceptional spelling, grammar, and punctuation skills;
- Information management and record-keeping principles and practices;
- The operation of standard office equipment and the operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, databases, and desktop publishing; and
- Organizational policies and procedures.

Ability to:

- Provide detailed clerical and administrative support accurately;
- Apply basic legal concepts, terminology, practices, and procedures;
- Understand and follow oral and written instructions;
- Organize own work, set priorities for work from several case or project teams, meet critical deadlines, and keep others informed of work progress;
- Work independently and as part of a team;
- Type accurately at a net rate of 55 words per minute;
- Take minutes and transcribe notes accurately;
- Keep accurate notes and records; prepare effective written materials;
- Safely operate a variety of types of standard office equipment (e.g., photocopying, faxing, scanning) and related applications;
- Communicate effectively in English, orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

HOW TO APPLY

This position requires submission of an official application and response to the supplemental questionnaire. The application and supplemental questionnaire are located at: <http://www.hcrc.ca.gov/employment.php>.

Resumes without the required materials will not be considered.

Review of application materials will take place upon receipt; scheduling of interviews for qualified candidates is tentatively scheduled for mid-July.. Please refer to HCRC Legal Case Assistant, Job Req-CA0617 on all application materials.

RECRUITMENT AND SELECTION PROCEDURE

The HCRC uses a lengthy recruitment process. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status and from in-person pick up or delivery of applications.

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 Administrative Office of the Courts will require verification of employment eligibility or authorization to legally work in the United States.

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
- \$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)

**SUPPLEMENTAL QUESTIONS
FOR**

LEGAL CASE ASSISTANT (CA0617)

This supplemental questionnaire is intended to obtain more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications. Please answer each question thoroughly.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Please describe any experience, professional or personal, that you believe make you a strong candidate for this position.
3. Describe your experience providing clerical support. Do you have experience in the legal field?
4. Describe your experience in file and records management. Include any experience you have using databases and scanning equipment.
5. Please describe your proficiency in any languages other than English; proficiency levels in listening, reading, speaking, translating; what type of environments in which you use that specific language; and how you have used it, if applicable, in your past work experience.
6. For each application listed below, state your level of proficiency as "Beginner," "Intermediate," "Advanced" or "None" and describe previous projects:
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Adobe Acrobat
 - d. Database software (specify database)
 - e. Other software (specify)