HABEAS CORPUS RESOURCE CENTER

303 Second Street, Suite 400 South, San Francisco, California 94107
Phone: (415) 348-3800 | Fax: (415) 348-3873
www.courtinfo.ca.gov/careers/
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: **RECEPTIONIST-HCRC**

JOB REQUISITION: **1126**

LOCATION: **SAN FRANCISCO, CA**

STARTING SALARY: **$4,365 per month**
SALARY RANGE: **$4,365 – 5,301 per month**

OVERVIEW:

The Habeas Corpus Resource Center (HCRC) in San Francisco is recruiting for a full-time Receptionist. Working hours are in-office Monday through Friday, from 8:00 a.m. to 5:00 p.m. Under the supervision of the Assistant Director, the Receptionist provides varied telecommunication and clerical support to office staff members

The HCRC provides direct legal representation to clients on death row in post-conviction proceedings, in state and federal courts, in which we investigate and review the constitutionality of our clients' capital convictions and sentences and file and litigate petitions alleging the ways in which our clients' constitutional rights were violated during their criminal trials. In addition, the HCRC acts as a resource center to outside counsel for the defense of people on death row. Additional information about the HCRC can be found on our website at www.hcrc.ca.gov. The HCRC has an authorized staff of approximately 90 people.

RESPONSIBILITIES:

- Acts as the receptionist for the HCRC;
- Answers and routes incoming phone calls;
- Greets visitors, receives and logs deliveries, alerts recipients;
- Performs a variety of general front desk operations, including basic office support and clerical duties, such as opening, logging, scanning, and processing incoming mail; monitoring and updating the daily schedule of employees; creating workday time and absence reports;
- Performs data entry in case and document management systems; and
- Operates a variety of office equipment (computer, printer, scanner, copiers, etc.).

WORKING CONDITIONS:
May be restricted to work area for long periods of time.

QUALIFICATIONS
Equivalent to graduation from high school and two years of receptionist experience; OR One year as a Receptionist I with the Judicial Branch.

Knowledge of:

- Office practices and procedures, including filing and the operation of office equipment.
- The operation of personal computers and the use of specified computer applications, such as word processing and basic data entry.
- Correct business English, including spelling, grammar, and punctuation.
- Record-keeping principles and practices.
- Techniques for dealing effectively with clients, staff, court personnel, and others in person and over the telephone.
- Basic principles of office security.

Ability to:

- Communicate effectively in person and over the telephone;
- Interact tactfully and effectively with those contacted in the course of the work;
- Determine the nature of a call or visit quickly and effectively and appropriately direct the call or visitor;
- Operate telephone and paging systems;
- Understand and follow oral and written directions;
- Perform detailed office support work accurately;
- Safely operate a variety of standard office equipment;
- Organize and maintain accurate files and records;
- Organize own work, set priorities, and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing and basic data entry; 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/hiring.php.

Please submit the following documents to JobApplications@hcrc.ca.gov . Please combine all application materials into a single PDF document, and title both the PDF and subject line of your e-mail as "your last name - **REC 1126**".

(1) a cover letter;
(2) the official application;
(3) your resume; and
(4) answers to the questions in the supplemental questionnaire.

****Resumes without the required materials will not be considered*.**

RECRUITMENT AND SELECTION PROCEDURE

We will begin reviewing applications on November 5, 2026. *Applications will be accepted after the earliest consideration date until November 10, 2026*. Applications received after this date will be accepted but may not be considered, or will only be considered if positions remain unfilled by applicants in the priority consideration group. This position is opened until filled. If you have applied with the HCRC previously, you must reapply for consideration.

The HCRC uses a lengthy recruitment process. Candidates whose qualifications best meet the needs of the HCRC will be contacted to participate in the interview process. The individuals selected to fill the position will be appointed at a level commensurate with their qualifications.

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 Accidental Death and Dismemberment (AD&D) Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

Please Note: If you are selected for hire, the Habeas Corpus Resource Center will require verification of employment eligibility or authorization to legally work in the United States.

THE HABEAS CORPUS RESOURCE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.

Supplemental Questionnaire
For
HCRC Receptionist (Req-1126)

Please answer these questions fully using additional sheets of paper if necessary. The HCRC uses the answers, in addition to the information in the application, to assess applicants for interview.

1. What factors appeal to you about working for the Habeas Corpus Resource Center as a full-time Receptionist?

2. Briefly describe your experience as a Receptionist – include information about the phone system, the number of staff served, and the supplemental clerical work required. Please briefly explain how this experience satisfies the minimum qualifications for this role.

3. What do you think is the most challenging aspect of the reception desk?

4. How will your life experiences enhance your ability to work on behalf of HCRC's clients?