



HABEAS CORPUS RESOURCE CENTER

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www.hcrc.ca.gov

The Habeas Corpus Resource Center is an equal opportunity employer. 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. 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: STAFF ATTORNEY I, II / HABEAS CORPUS COUNSEL I-III

JOB REQUISITION: 0120 ATTY

LOCATION: SAN FRANCISCO, CALIFORNIA

OVERVIEW:

The Habeas Corpus Resource Center (HCRC), a San Francisco-based entity in the judicial branch of California's state government, seeks attorney applicants interested in indigent capital defense litigation.

HCRC attorneys represent California death row inmates in post-conviction habeas corpus proceedings 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. HCRC counsel review extensive trial records, conduct and supervise new investigation, research and prepare petitions and briefs based on state and federal case, statutory, and constitutional law, and – in many instances – litigate the claims they have raised in superior court evidentiary hearings. HCRC has an authorized staff of 88 people, including 34 attorneys. HCRC attorneys primarily practice in California's county superior courts, appellate district courts, and the California Supreme Court; they represent some clients in habeas corpus proceedings in federal court as well. HCRC also serves as a resource and provides training to private court-appointed counsel in capital post-conviction proceedings.

Attorney applicants to whom HCRC extends an offer will be classified, based on experience and relevant qualifications, in one of five positions: Staff Attorney I, Staff Attorney II, Habeas Corpus Counsel I, Habeas Corpus Counsel II, or Habeas Corpus Counsel III. Staff attorney is the entry-level classification in the HCRC attorney job series. Under direction, staff attorneys provide representation to indigent death row inmates in habeas corpus proceedings. Habeas corpus counsel is the journey-level classification in the attorney job series. In addition to providing representation to indigent death row inmates in habeas corpus proceedings, habeas corpus counsel provide lead direction to, and review the work of assigned staff, serve as consultants, and perform specialized

legal work. For each position, travel may be required both within California and out-of-state. The minimum qualifications necessary for each of these positions are set forth below.

QUALIFICATIONS:

All staff attorney and habeas corpus counsel levels require admission to the State Bar of California. (Applicants who are not current California bar members may be considered for employment. If selected, such an individual will be required to be admitted to the California bar within 18 months of the date of appointment. The salary level, pending bar admission, will be commensurate with the legal qualifications of the selected individual.)

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 an HCRC Staff Attorney I.

Habeas Corpus Counsel I: Equivalent of two years of post-bar legal experience in criminal defense or two years as an HCRC Staff Attorney II.

Habeas Corpus Counsel II: Equivalent of four years of post-bar legal experience, including three years in criminal defense, one year of which is 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, including four years in criminal defense, two years of which are in capital defense, or one year as an HCRC Habeas Corpus Counsel II.

Desirable Skills and Experience:

Strong written advocacy. Fluency in oral and written Spanish; proficient PC skills, preferably in Microsoft Word, Outlook, and Excel; Adobe; and CaseMap. Experience in criminal defense-related work, especially trial or evidentiary hearing experience.

HOW TO APPLY:

This position requires submission of an official application and response to a supplemental questionnaire; fillable forms for both documents are located at <http://www.hcrc.ca.gov/hiring.php>.

Please submit the following documents to JobApplications@hcrc.ca.gov (if you are able, please combine the documents, in the following order, into one PDF with the title "Your Last Name, ATTY"):

- (1) a cover letter (optional);
- (2) the official application;
- (3) your resume, including state(s) and date(s) of bar admission; and
- (4) answers to the questions in the supplemental questionnaire.

Please do not submit transcripts, writing samples, references, or any other additional materials. If you are selected for an interview, you may bring those items to your interview.

Applicants may apply for multiple positions (e.g. Staff Attorney I, Staff Attorney II, Habeas Corpus Counsel I) on one application form. **For earliest consideration, please apply by January 31, 2020. Applications will be accepted after the earliest consideration date for as long as the announcement is posted.** This position is opened until filled. If you have applied with HCRC previously, you must reapply for consideration.

SELECTION PROCEDURE

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HCRC reviews every application in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. The individuals selected to fill the position(s) will be appointed at a level commensurate with their qualifications. All applicants will be notified by mail when the recruitment has been closed, if not sooner. 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.

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

SALARY AND BENEFITS

Monthly Salary Range:*

Staff Attorney I:	\$5,602 - 5,827
Staff Attorney II:	\$5,609 - 6,403
Habeas Corpus Counsel I:	\$6,760 - 8,501
Habeas Corpus Counsel II:	\$7,609 - 9,760
Habeas Corpus Counsel III:	\$9,210 - 11,815

*Salary ranges correct as of July 1, 2019

Some highlights of our benefits package 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)

**SUPPLEMENTAL QUESTIONNAIRE
FOR
STAFF ATTORNEY I, II / HABEAS CORPUS COUNSEL I-III
0120 ATTY**

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 work, volunteer, academic, or other life experiences enhance your work on behalf of HCRC's clients?
6. If you are proficient in any languages other than English, please identify the language(s); describe your proficiency levels in listening, reading, speaking, and translating the language(s); and describe how you have used your language skills in past work or other experiences.