



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 TITLES: LITIGATION SUPPORT ASSISTANT II (PARALEGAL TRACK)
HCRC PARALEGAL I/II

JOB REQUISITION: 0925P

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, has an exciting opportunity for Paralegals and Litigation Support Assistants (Paralegal Track). The HCRC represents clients on California's death row in post-conviction legal proceedings (called 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 during their criminal trials. The HCRC also serves as a resource and provides training to private court-appointed counsel in capital post-conviction proceedings. Additional information about the HCRC can be found on our website at www.hcrc.ca.gov.

RESPONSIBILITIES:

HCRC paralegals work closely on case teams with investigators and attorneys to assist those teams in identifying legal issues and developing strategies and proposals for obtaining documents and other factual support for legal claims; performing factual and legal research in computerized and physical files and document collections; locating, assembling, summarizing, analyzing and coding documentary evidence such as court, social, medical, and legal records; maintaining case files and database information and scanning original documents into a computerized document management database; generating indices and reports of case-related documents; preparing for evidentiary

hearings; gathering and tracking litigation information; maintaining the integrity of legally relevant documents; and identifying, contacting, and providing information to expert witnesses.

Applicants who are offered these positions will be classified, based on their experience and relevant qualifications, in one of three positions: Litigation Support Assistant II (Paralegal Track), Paralegal I, or Paralegal II. For each position, travel is required both within California and out-of-state.

HCRC Litigation Support Assistant II (Paralegal Track):

Litigation Support Assistant II is the journey-level class of this series on the track to becoming a Habeas Corpus Paralegal. Members of this class exercise independence in performing a broad range of litigation support duties within general guidelines, but with limited independent decision-making.

HCRC Paralegal I:

Under supervision, a Paralegal I performs the duties described above with increasing levels of independence commensurate to their experience.

HCRC Paralegal II:

A Paralegal II independently performs the full range of varied and complex paralegal duties, including the duties described above, under general supervision.

MINIMUM QUALIFICATIONS:

HCRC Litigation Support Assistant II:

Possession of a valid California driver's license.

Equivalent to possession of a bachelor's degree and one year performing paralegal support.

(Additional directly related college level education may be substituted for a portion of the experience.)

OR

One year as an HCRC Litigation Support Assistant I.

HCRC Paralegal I:

Equivalent to one year of paralegal experience involving complex litigation (a paralegal certificate, J.D. degree, or directly related college-level education may be substituted for six months of the required experience);

OR

One year as a Litigation Support Assistant with the HCRC.

HCRC Paralegal II:

Equivalent to two years of paralegal experience involving complex litigation (a paralegal certificate, J.D. degree, or directly related college-level education may be substituted for six months of the required experience);

OR

One year as a Paralegal I with the HCRC.

OTHER QUALIFICATIONS:

LSA II:

- Ability to organize own work, set priorities, and adjust to workload changes to meet critical deadlines;
- Ability to keep accurate notes and records;
- Ability to research, compile, and summarize information and data;
- Proficiency in the operation of personal computers and the use of litigation-related software, including word processing, database, and spreadsheet applications;
- Ability to establish and maintain effective working relationships.
- Effective oral and written communication skills;
- Knowledge of principles of organizing and summarizing data and information; and
- Knowledge of principles and techniques for preparing a variety of effective written materials.

Paralegal I & II:

- Ability to organize, prioritize, and coordinate multiple work activities and adjust to workload changes to meet critical deadlines;
- Proficiency in the operation of personal computers and the use of litigation-related software, including word processing, database, and spreadsheet applications;
- Ability to prepare summaries of legal, social, and medical records;
- Ability to handle, organize, and assimilate large quantities of complex and detailed information;
- Ability to review materials to identify critical and sensitive dates and issues, and index legal, social, and medical records;
- Ability to effectively use initiative and judgment that conforms with policy guidelines;
- Effective oral and written communication skills;
- Ability to establish and maintain effective working relationships;
- Ability to use tact and discretion in dealing with those contacted in the course of the work;
- Knowledge of legal concepts, terminology, principles, procedures, and the use of legal reference materials;
- Knowledge of state and federal court practices and procedures;
- Knowledge of basic medical terminology; and
- Knowledge of administrative office practices and procedures, including the standard format for typed materials including memoranda, briefs, drafts, and opinions; record keeping systems; and file maintenance.

DESIRABLE SKILLS AND EXPERIENCE:

Familiarity and interest in mental health issues; experience in criminal defense-related work; familiarity with principles of culturally competent representation; fluency in oral and written Spanish; and proficiency in Microsoft Word, Outlook, and Excel; Adobe; and CaseMap.

HOW TO APPLY:

Applicants must complete and submit a specific application form and responses to a supplemental questionnaire, which are available at <http://www.hcrc.ca.gov/hiring.html>.

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> 0925P"; if you are unable combine the documents into one PDF, please title each document as follows):

- (1) a cover letter (optional), with the title "Cover Letter <Your Last Name> **0925P**";
- (2) the official application, with the title "Application <Your Last Name> **0925P**";
- (3) your resumé, with the title "Resumé <Your Last Name> **0925P**"; and
- (4) answers to the supplemental questions, with the title "Supp. Questions <Your Last Name> **0925P**."

Resumes submitted without the required materials will not be considered. Please do not submit transcripts, writing samples, references, or any other additional materials. If you are selected for an interview, you may be asked to submit such materials at that time. Applicants may apply for multiple positions (e.g. LSA II, Paralegal I) on one application form.

Priority consideration will be given to those applications received by **October 6, 2025**. Applications submitted after that date will be reviewed if positions remain unfilled by applicants in the priority consideration group.

SELECTION PROCEDURE:

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The HCRC uses a lengthy recruitment process. We review every complete application in its entirety. 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(s) will be appointed at a level commensurate with their qualifications. All applicants will be notified by e-mail when the recruitment has been closed, if not sooner.

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:

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid State 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)
- HCRC employees are permitted to work remotely two days a week.

Monthly Salary Range (as of July 31, 2025):

LSA / Paralegal Track (II)	\$4679 - \$5780
Paralegal (I)	\$5524 - \$6710
Paralegal (II)	\$6074 - \$7383

**SUPPLEMENTAL QUESTIONNAIRE
LITIGATION SUPPORT ASSISTANT II (Paralegal Track)
PARALEGAL I/II
Job Req #0925P**

Please complete and submit this supplemental questionnaire along with your application. It is intended to provide us with more detailed information about your work experience, background, and skills, to allow us to better assess your qualifications.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Please describe your experience in conducting or assisting with research, gathering information, and/or interviewing other individuals.
3. Please describe your experience managing, maintaining, or organizing files and records, and let us know whether any of this experience has included using electronic databases or scanning equipment.
4. How will your work, volunteer, academic, or other life experiences enhance your work on behalf of the HCRC's clients?
5. 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.
6. For each of the categories of computer applications listed below, please name which applications you have used, describe the types of projects or work you have done using each application, and state your level of proficiency with each application you have used. For any of the categories of applications that you have not used, just write "none":
 - a. Word processing applications (e.g., Microsoft Word, Google Docs, Apple Pages)
 - b. Spreadsheet applications (e.g., Microsoft Excel, Google Sheets, Apple Numbers)
 - c. Imaging applications (e.g. Adobe Acrobat, Microsoft Print to PDF)
 - d. Database and/or data entry applications (e.g. iManage, CaseMap, Concordance)
 - e. Other software applications - please specify (e.g. MS Outlook, MS Teams, iCalendar, photo editing tools, graphic design tools, etc.)
7. Please carefully review the minimum qualifications and the descriptions of the positions in the preceding job announcement, indicate which position(s) and level(s) you wish to apply for, and briefly explain how your experience satisfies the minimum qualifications for the position(s) and level(s) you are applying for.

Thank you for your interest in working with us!