



HABEAS CORPUS RESOURCE CENTER

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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, military or veteran status, or any other basis protected by law.

EMPLOYMENT OPPORTUNITY

JOB TITLES: SENIOR HABEAS CORPUS INVESTIGATOR
JOB REQUISITION: 0426 INV
LOCATION: SAN FRANCISCO

DEPARTMENT STATEMENT

The Habeas Corpus Resource Center (HCRC), a San Francisco-based entity in the judicial branch of California's state government, is accepting applications for Senior Investigators.

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.

Senior Investigators assist in planning, organizing, and conducting investigations related to the representation of HCRC clients on death row in legal proceedings (called habeas corpus proceedings) challenging their convictions and death sentences. Typical duties include collecting and analyzing factual materials, documents, and records about our clients' lives; identifying, locating, and interviewing a broad range of people who knew our clients or were involved in their cases; conferring with attorneys about potential legal issues; and drafting, reviewing, and editing reports, summaries and witness statements. The HCRC seeks motivated applicants with intellectual curiosity and excellent computer, writing, organizational and interpersonal skills. Candidates must be trustworthy with confidential information, have a track record of exercising good judgment, be able to establish rapport with a wide range of people, be available to travel extensively, both in state and out of state, and show a commitment to the defense of or advocacy for indigent defendants. We are particularly interested in candidates who have knowledge of or experience working with mental health issues, developing mitigation, and in working with clients and family members.

Positions will be filled depending upon the needs of the HCRC and the qualifications of those in the applicant pool.

RESPONSIBILITIES

Applicants:

- **must be available to work overtime and on weekends and holidays**
- **will be required to travel as necessary**

Under direction, independently conducts complex habeas corpus investigations; performs lead and/or specialist duties; and performs other related duties as assigned. Senior Investigators provide lead direction, training, and work review to assigned staff, organize and assign work, set priorities, and follow up to ensure coordination and completion of assigned work; and/or perform complex and specialized work. Examples of duties include planning, organizing, and conducting the more difficult or complex investigations related to the representation of HCRC clients on death row in habeas corpus proceedings; providing lead direction; locating, retrieving, reviewing, and analyzing factual materials and records from a variety of sources; identifying, locating and interviewing family members, law enforcement officials, witnesses, and other people to gather information on events surrounding cases; conferring with attorneys on potential legal issues and factual support for statutory and constitutional claims; drafting, reviewing, and editing reports, summaries, and witness statements; operating and maintaining a variety of photographic, tape, graphic and projection equipment; maintaining filing and information reference systems; and providing training to attorneys, investigators, and others regarding investigation techniques and subjects related to habeas corpus claims.

MINIMUM QUALIFICATIONS

- A valid California driver's license;
- A State of California private investigator's license; *AND*
- Equivalent to possession of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, journalism, or comparable field with an interest in people and society, *and* three years of experience in capital investigations (additional directly related experience may be substituted for education; additional directly related college education may be substituted for a portion of the required experience);

OR

- Two years as an Investigator II with the HCRC.

OTHER QUALIFICATIONS:

Knowledge of:

- Techniques, principles, and methods used in criminal defense investigations;
- Methods and techniques of screening, evaluating, and preparing evidence and exhibits for trials and evidentiary hearings;
- Basic knowledge of statutory and constitutional claims for relief;
- Ethical and legal rules regarding investigative activities;
- Resources available for locating individuals and relevant information;
- Mental defenses to a crime such as diminished capacity and legal insanity, including general knowledge of the subjects of psychology and psychiatry;
- Administrative office practices and procedures, the standard format for typed materials including proper memoranda, briefs, drafts, opinions, recordkeeping systems and file maintenance, and standard office procedures and practices;
- The criminal justice system, State Department of Corrections and Rehabilitation, and related agencies; and
- Principles and techniques of preparing effective oral presentations and a variety of effective written materials.

Ability to:

- Read and understand legal cases and technical material in such disciplines as medicine and the physical and social sciences;

- Obtain information through interviews;
- Assess the credibility of witnesses;
- Gather and analyze facts and evidence and draw valid conclusions;
- Plan, organize, supervise, review, and evaluate the work of others;
- Adjust to workload changes to meet critical deadlines;
- Prepare and present clear, concise, and comprehensive reports;
- Operate personal computers and use specified computer applications, such as word processing and databases;
- Communicate effectively, orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Use tact and discretion in dealing with those contacted in the course of the work; and
- Operate photographic, recording, and graphic equipment as desirable.

DESIRABLE QUALIFICATIONS:

- Fluency in oral and written Spanish;
- Familiarity with mental health issues and development of social history issues;
- Cultural competency with respect to multiple cultures, and experience interviewing clients and witnesses from many different cultural backgrounds;
- Proficiency in legal software and/or document management databases; and
- Experience in defense-related investigation work, particularly in areas related to mental health.

LEARN MORE

The HCRC will be hosting an online informational session about these positions. We encourage anyone interested in applying to attend. We will provide information and answer questions about our office, the positions, and the application process.

Informational Session: April 1, 2026: 5:00-6:00 p.m. PST

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/24315202894328?p=AfjL5YMkymSm40plsE>

Meeting ID: 243 152 028 943 28

MONTHLY SALARY INFORMATION:

Senior Habeas Corpus Investigator: \$8,020 - \$9,747

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 Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

HCRC employees who live in the San Francisco Bay Area are permitted to work remotely two days a week. **Southern California Applicants, please note:** given that the HCRC conducts substantial work in Southern California, we have implemented a pilot program under which HCRC staff residing within 100 miles of the Clara Shortridge Foltz Criminal Justice Center, 210 W Temple St, Los Angeles, CA 90012, may apply to work remotely full-time.

HOW TO APPLY

To apply for any of the posted positions, applicants must complete and submit a specific application form and provide responses to a supplemental questionnaire, both located at: <http://www.hcrc.ca.gov/hiring.html>. Please email those documents, along with a cover letter and resume, to jobapplications@hcrc.ca.gov. Please combine all application materials into a single PDF. Please include your last name, first name, and “0426 INV” in the title of your document(s) and in the subject line of the email forwarding your document(s).

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

SELECTION PROCESS

We will begin reviewing applications on April 6, 2026. ***Applications will be accepted after the earliest consideration date until April 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.

SUPPLEMENTAL QUESTIONNAIRE FOR SENIOR INVESTIGATOR

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 describe your work, academic, or volunteer experience interviewing people and/or locating information on a specific topic or topics:
 - a. If you have worked specifically as an investigator, please identify in what field you worked (for example, criminal defense at trial; capital post-conviction investigation), and the nature of your investigation work.
 - b. Please describe any experiences that involved learning about mental health issues and/or working with people who have experienced mental illnesses or impairments.
 - c. Please describe any experiences that involved interviewing or working with people who come from racial, economic, or other backgrounds that have been marginalized by their society's dominant culture (whether in the United States or in another location).
 - d. Please describe your experience drafting and editing reports or summaries of the results of your investigations, research, and/or interviews.
3. Please describe your experience locating, obtaining, reviewing, and analyzing records, reports, or other documents from public or private agencies or other sources (for example, court, educational, medical, or legal records; academic research reports or journal articles).
4. Please describe your proficiency in any languages other than English, including proficiency levels in listening, reading, speaking, and translating. In what type of environments you have used that language, and how you have used it, if applicable, in your past work, school, or volunteer experience?
5. For each type of computer application listed below, please identify any specific programs or applications you have used, and state your level of proficiency with that program or application ("Beginner," "Intermediate," "Advanced," or "None"):
 - a. Word processing software (e.g. Word Perfect, Microsoft Word, Pages)
 - b. Office scheduling and message management software (e.g. Outlook, Teams)
 - c. Litigation Support software (e.g. Concordance, CaseMap, TLO, LEXIS/NEXIS)
 - d. Spreadsheet software (e.g. Excel, Sheets)
 - e. Document viewing software (e.g. Acrobat)
 - f. Other office, data, or project management software (please specify).
6. 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.