



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: LITIGATION SUPPORT ASSISTANT II (INVESTIGATOR TRACK)

HCRC INVESTIGATOR I/II

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 Litigation Support Assistant II (Investigator Track) and 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.

With varying levels of supervision and independence, employees in these positions 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**

LITIGATION SUPPORT ASSISTANT II – INVESTIGATOR TRACK

Under general supervision, Litigation Support Assistants (LSA-II) assist legal case teams in the performance of duties associated with the representation of clients on death row in habeas corpus proceedings, conduct special projects, and perform related work as assigned.

Examples of duties performed by this class includes assisting in the planning and conduction of investigations to support the legal defense of people convicted in capital cases; locating and retrieving factual materials and records from a variety of sources; maintaining filing and information reference systems, scanning original documents into a database; operating a variety of photographic, tape, graphic, and projection equipment; locating, assembling, and compiling information on subjects that assist in the representation of people sentenced to death; and assisting in research, analysis, review, and other related activities pertaining to assigned projects. Members of this class exercise significant independence in performing a broad range of investigation-related litigation support duties within general guidelines, but with limited independent decision-making.

HABEAS CORPUS INVESTIGATOR I/II

Under general supervision, conducts investigation including interviewing witnesses, family members, and others; obtains, preserves, records, and analyzes evidence for the defense of clients represented by the HCRC; performs related work as assigned. Examples of duties performed by both classes include: planning and conducting investigations to support the legal defense of people convicted in capital cases; locating, retrieving, reviewing, analyzing and summarizing factual materials and records; 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 witness statements and descriptive reports of contacts and findings; assisting in the presentation of evidence at court hearings, including serving subpoenas and arranging transportation of witnesses; using a vehicle to locate or interview witnesses; operating and maintaining a variety of photographic, tape, graphic and projection equipment; and maintaining filing and information reference systems.

Habeas Corpus Investigator I

This is the entry level class in the investigator series. Initially under close supervision, an Investigator I plans, directs, and conducts investigations for the representation of clients on death row in habeas corpus proceedings. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Investigator II employees, and an Investigator I may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

Habeas Corpus Investigator II

A Habeas Corpus Investigator II is the journey-level class of this series, fully competent to independently perform a full range of investigatory duties. An Investigator II conducts complex investigations on capital cases and exercises a high degree of initiative and independent judgment under general supervision.

MINIMUM QUALIFICATIONS

All positions require a valid California driver's license.

Litigation Support Assistant II:

Equivalent to possession of a bachelor's degree, *and*

One year performing investigation support (additional directly related college level education may be substituted for a portion of the experience), *or*

One year as a Litigation Support Assistant I.

Investigator I:

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*

Two years of experience in general investigations; *or*

One year of experience in capital investigations;

OR

One year as a Litigation Support Assistant with HCRC.

Investigator II:

Equivalent 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* two years of experience in capital investigation (additional directly related experience may be substituted for education, and additional directly related college-level education may be substituted for a portion of the required experience.);

OR

Two years as a Habeas Corpus Investigator I.

OTHER QUALIFICATIONS**LITIGATION SUPPORT ASSISTANT II**

Knowledge of:

- General concepts and principles involved in project assignments;
- Principles of organizing and summarizing data and information;
- The operation of personal computers and the use of specified computer applications, such as word processing, databases, and spreadsheets;
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Keep accurate notes and records;
- Research, compile, and summarize information and data;
- Prepare clear and concise reports, correspondence, and other written materials;
- Organize own work, set priorities, and meet critical deadlines;
- Adjust to workload changes to meet deadlines;
- Communicate effectively, both 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

INVESTIGATOR I/II

Knowledge of:

- Techniques, principles, and methods used in criminal defense investigations;
- Methods and techniques of screening, evaluating, and preparing evidence and exhibits for evidentiary hearings and trials;
- Potential statutory and constitutional claims for relief;
- Ethical and legal rules regarding investigative activities;
- Mental defenses to a crime such as diminished capacity and legal insanity, including general knowledge of the subject of psychology and psychological testing;
- Resources available for locating individuals and relevant information;
- The criminal justice system, state department of corrections, and related agencies; and
- Principles and techniques of preparing effective oral presentations and a variety of effective written materials.

Ability to:

- Obtain information through interviews;
- Assess the credibility of witnesses;
- Gather and analyze facts and evidence and draw valid conclusions;

- Read and understand legal cases and technical material in such disciplines as medicine and the physical and social sciences;
- Keep accurate notes and records;
- Prepare and present clear, concise, and comprehensive reports;
- Adjust to workload changes and work under stress to meet deadlines;
- Organize own work, set priorities, and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing and database applications;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Operate photographic, recording, and graphic equipment; and
- Use tact and discretion in dealing with those contacted in the course of the work.

DESIRABLE QUALIFICATIONS – ALL POSITIONS

- 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.

Applicants will be considered for the position(s) for which they meet the minimum qualifications.

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:

Litigation Support Assistant II	\$4,679 - \$5,780
Habeas Corpus Investigator I	\$6,074 - \$7,383
Habeas Corpus Investigator II	\$6,682 - \$7,855

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 located at: <http://www.hcrc.ca.gov/hiring.html> and provide responses to a supplemental questionnaire which follows this posting. 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 “0326 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
LITIGATION SUPPORT ASSISTANT II – INVESTIGATOR TRACK
HCRC INVESTIGATOR I/II**

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. If applicable, please include:
 - a. Any experience that involved learning about mental health issues and/or working with people who have experienced mental illnesses or impairments.
 - b. Any experience 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).
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.