

JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER



Classification: Legal Analyst \$4016- 5029

Tenure: Full-Time

Location: Oakland, CA

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Legal Analyst Supervisor (a Supervising Deputy State Public Defender) and the direct supervision of an OSPD Attorney, the Legal Analyst provides paralegal support in death penalty appeals and in habeas corpus proceedings* pending in the California Supreme Court.

Assists with reviewing, indexing, and summarizing case transcripts for completeness and accuracy of the record on appeal; drafting routine documents such as letters, motions for extension of time, and status reports according to attorney specifications; serving as a liaison between the attorney and the courts; reviewing court files and trial exhibits at the superior courts for accuracy and completeness of the record; summarizing testimony and other documents; preservation of documents; conducting legal research regarding defined legal questions identified by the attorney and drafting memorandums for attorney review; attending and participating in Moot Court Oral Arguments; and preparing attorneys for court hearings and arguments. May attend superior court hearings with attorney as needed. Travel is required.

***Habeas Corpus Proceedings/Evidentiary Hearings:** These case assignments are rare as the mandate of the OSPD is to represent clients on appeal, but there are occasions when the California Supreme Court has appointed OSPD to represent a client for purposes of habeas corpus proceedings. Thus, the legal analyst must be able to conduct tasks associated with assignment to habeas corpus cases. Duties include but are not limited to the following:

Assists with record gathering; locating and interviewing witnesses; creating and maintaining case databases; drafting declarations; conducting legal research including issues regarding forensic and mental health; preparing expert witnesses; creating and maintaining client's social history and life chronology documents; summarizing testimony and other documents; and organizing and preparing exhibits for filing. Travel is required.

Assists with maintaining electronic and hard copy case files; cite-checking pleadings to verify accuracy of cited authorities; proofing, formatting, filing, and serving pleadings; locating, collecting, and indexing case-related information and material; arranging attorney/client visits; collecting information and resources concerning the client's custody and health related issues; and tracking and coordinating deadlines and filing dates. Performs routine clerical and legal secretarial tasks as needed.

Participates in working group meetings according to assigned areas of law and/or client issues. Attends and participates in monthly legal analyst meetings. Assists Senior Legal Analysts with the presentation of training sessions for the unit. Arranges travel and processes travel claims for attorneys and other staff as needed. Visits, corresponds, and converses with clients via telephone, under the assigned attorney's supervision.

Other related duties and tasks as assigned. May act as back-up to the receptionist.

DESIRABLE QUALIFICATIONS:

General knowledge of legal concepts, principles and procedures; use of legal reference materials; ability to write effectively, ability to read and understand statutes, court decisions, legal documents and similar materials; ability to work cooperatively with attorneys, staff, court personnel, and the general public; ability to work independently and with team members; strong organizational skills and ability to manage multiple tasks; good attendance record; familiarity with word processing and/or personal computer equipment.

WHO SHOULD APPLY:

Current State employees in the above classification(s), or who are within transfer range, or have list eligibility. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

Send an Application To:

Monica Ohta
Office of the State Public Defender
770 L Street, Suite 1000
Sacramento, CA 95814
(916)322-7043

FINAL FILING DATE:

Until Filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 09/28/2016