

**LEGAL INTERN—HCRC**

**DEFINITION**

Under general supervision, assists Habeas Corpus Resource Center (HCRC) attorneys with legal research and factual development and research; performs related work as assigned.

**CLASS CHARACTERISTICS**

This is the pre-professional level class in the HCRC legal series. Incumbents are responsible for performing legal research, legal drafting, and factual development at the direction of an HCRC attorney. This class is distinguished from Staff Attorney and Habeas Corpus Counsel classes in that the latter perform the full range of legal duties pursuant to their bar admission.

**EXAMPLES OF DUTIES** (*illustrative only*)

- Reviews and summarizes opinions of cases.
- Researches legal questions using California and federal law.
- Aids in the factual development of legal claims.
- Prepares memoranda on legal issues.
- Researches social and cultural issues.
- Prepares summaries of legislative changes affecting the work of the agency.

**WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.
- May be required to travel as necessary.

**QUALIFICATIONS**

**Knowledge of:**

- Substantive and procedural legal principles of criminal and constitutional law and their applications.
- California statutory and case law and provisions of the United States and California Constitutions.
- Legal research methods.
- Rules of evidence and conduct of proceedings in United States and California courts.

- Knowledge of criminal defense trial and case law.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations and written materials.

**Ability to:**

- Perform legal research, including computerized legal research, and apply legal principles and precedents to particular sets of facts.
- Present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Use initiative and independent judgment within established procedural guidelines.
- Draft legal correspondence and reports effectively and concisely.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Exercise sound judgment and integrity.
- Effectively communicate with the client, client’s family, and witnesses.
- Operate personal computers and use specified computer applications, such as word processing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Enrollment in an accredited law school.