

CASE ASSISTANT - HCRC

DEFINITION

Under close supervision, case assistants provide varied administrative support to office staff members providing representation of indigent death-row inmates in habeas corpus proceedings; conduct special projects and perform related work as assigned.

CLASS CHARACTERISTICS

Case Assistant is an entry-level class. Incumbents are trained either to support case teams (attorneys, paralegals, investigators) or to support office docketing and case-tracking functions. As experience is gained, there is greater independence of action within established guidelines.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides clerical, procedural, and legal case assistant support to legal and project teams and other assigned staff.
- Organizes work, sets priorities with direction, and follows up to ensure coordination and completion of assigned projects. Works with investigators and paralegals to request and gather records.
- Assists legal staff with state and federal court filing procedures, formats, and local rules/procedures.
- Updates databases and informs case teams of correspondence and recent filings.
- Updates agency filing calendar and provides regular and ad hoc calendar updates.
- Drafts a variety of documents with instruction, including general and legal correspondence, status reports, case and program materials, tables, charts, and graphs.
- Transcribes tapes, electronic dictation, and handwritten notes.
- Prepares, organizes, and maintains electronic and paper materials for processing and distributes relevant materials.
- Prepares, organizes, and maintains physical filing system for all case teams.
- Follows up on projects, transmits information, and keeps informed of case and organizational activities.
- Schedules, arranges, and participates in meetings.
- Coordinates logistical and travel arrangements for staff and experts.
- Coordinates the preparation and provision of materials and binders for meetings and programs.
- Researches and compiles a variety of information and prepares periodic and special reports.
- Performs routine clerical and administrative support for case teams, and assists in office administration as needed.
- Provides word processing support.
- Provides administrative support to traveling team members.

WORKING CONDITIONS

- Must be available to work occasional evening and weekend hours.
- Must be available to work overtime and on weekends and holidays.
- May be required to travel as necessary to provide on-site support.

QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures, including alpha/numeric filing, business letter writing, and the standard format for memoranda, briefs, drafts, opinions, and other typed materials.
- Correct business English, with exceptional spelling, grammar, and punctuation skills.
- Information management and record-keeping principles and practices.
- The operation of standard office equipment and the operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, databases, and desktop publishing.
- Organizational policies and procedures.

Ability to:

- Provide detailed clerical and administrative support accurately.
- Apply basic legal concepts, terminology, practices, and procedures.
- Understand and follow oral and written instructions.
- Organize own work, set priorities for work from several case or project teams, meet critical deadlines, and keep others informed of work progress.
- Work independently and as part of a team.
- Type accurately at a net rate of 55 words per minute.
- Take minutes and transcribe notes accurately.
- Keep accurate notes and records; prepare effective written materials.
- Safely operate a variety of types of standard office equipment (e.g., photocopying, faxing, scanning) and related applications.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Requires a valid California driver's license.

Education and Experience:

Equivalent to an associate degree.