

CAPITAL APPOINTMENT COORDINATOR

DEFINITION

For capital cases — those in which a person has been sentenced to death by a trial court — the California Constitution and related statutes provide that the California Supreme Court will review all judgments of death through an automatic appeal directly from a trial court. The Supreme Court appoints attorneys to represent capital inmates in matters coming before the court, as provided by statute or pursuant to the court's inherent authority. The Supreme Court must identify qualified attorneys for these appointments, monitor the attorneys' performance, and compensate the attorneys for their work.

Under general supervision, the Capital Appointment Coordinator facilitates various aspects of the appointment and monitoring of counsel representing California inmates who are subject to capital punishment.

CLASS CHARACTERISTICS

Incumbents are responsible for coordinating and performing administrative activities in support of the appointment and monitoring of counsel representing inmates subject to capital punishment. Incumbents exercise significant independence in performing a broad variety of administrative duties within general guidelines.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Engages in outreach efforts to encourage qualified attorneys to apply for appointments in capital matters and answers questions from prospective applicants regarding the application process.
- Coordinates the evaluation of attorney applicants, including obtaining information from the California Appellate Project in San Francisco (CAP), other appellate panel projects, the applicant's references, and other sources.
- Consults with approved attorney applicants and CAP regarding appropriate cases for possible appointment by the court.
- Coordinates with the Office of the State Public Defender and the Habeas Corpus Resource Center regarding the capacity of those agencies to represent condemned inmates.
- Monitors appointed counsel's case progress through reviewing periodic status reports, consulting with CAP or alternative assisting counsel, and other means.
- Recruits and coordinates with attorneys who can be appointed to serve as alternative assisting attorneys in cases in which CAP has a conflict of interest.

- Monitors the compliance of CAP and alternative assisting attorneys with the terms of their contract or appointment.
- Prepares memoranda for the court's consideration regarding the evaluation of attorney applicants, appointment of attorneys to particular cases, payment of counsel, motions for the appointment of associate counsel or for the withdrawal and replacement of counsel, and other matters.
- Consults with the justices and other Supreme Court staff including members of the justices' chambers, the court's central staffs, and the Clerk's Office regarding various issues related to attorneys appointed in capital matters.
- Researches, coordinates and prepares special management reports and studies on a variety of topics; may initiate ideas and develop proposals relating to court administrative policy or the California Rules of Court.

WORKING CONDITIONS

- Must be available to work overtime and on weekends and holidays as necessary.
- Must be able to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Policies and procedures associated with criminal appeals and writs before the Supreme Court.
- Legal concepts, terminology, principles, and procedures.
- Basic concepts and methods of project coordination and management.
- Applicable business equipment and desktop applications.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.
- Applicable work rules and policies.

Ability to:

- Provide effective coordination and administrative assistance in assigned area.
- Prepare clear and concise correspondence, orders, notices, and other written materials.
- Apply legal concepts, terminology, principles, and procedures.
- Use initiative and independent judgment within general policy guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Apply initiative in articulating issues and making recommendations.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Interact effectively with justices, court and agency staff, and the public.
- 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:

None.

Education and Experience:

Equivalent to a bachelor's degree, preferably with major course work in court, public or business administration, and three years of responsible legal clerical and/or administrative experience in a court of record, private law practice, and/or governmental agency.

Additional directly related experience may be substituted for the education on a year-for-year basis. A law degree may be substituted for two years of experience.