

## **HABEAS CORPUS INVESTIGATOR I/II**

### **DEFINITION**

Under general supervision, conducts investigations including interviewing witnesses, family members, and others; obtains, preserves, records, and analyzes evidence for the defense of clients represented by the Habeas Corpus Resource Center (HCRC); performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Habeas Corpus Investigator I* is the entry-level class in the investigator series. Initially under close supervision, incumbents plan, direct, and conduct investigations for the representation of death-row inmates 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, and incumbents 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* is the journey-level class of this series, fully competent to perform independently the full range of investigatory duties. Incumbents conduct complex investigations on capital cases and exercise a high degree of initiative and independent judgment under general supervision. This class is distinguished from the Senior Habeas Corpus Investigator in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

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

- Plans and conducts investigations to support the legal defense of persons convicted in capital cases.
- Locates, retrieves, reviews, and analyzes factual materials and records from a variety of sources.
- Identifies, locates, and interviews family members, law enforcement officials, witnesses, and other persons to gather information on events surrounding cases.
- Confers with attorneys on potential legal issues and factual support for statutory and constitutional claims.
- Drafts witness statements and descriptive reports of contacts and findings.
- Assists in the presentation of evidence at court hearings, including serving subpoenas for those required to testify or submit evidence and arranging transportation of witnesses.
- May be required to use a vehicle to locate or interview witnesses.
- Operates and maintains a variety of photographic, tape, graphic, and projection equipment.

- Maintains filing and information reference systems.

### **WORKING CONDITIONS**

- Attend meetings outside of normal work hours.
- Work evening and weekend hours.
- Must travel as necessary.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Techniques, principles, and methods used in criminal investigations.
- Methods and techniques of screening, evaluating, and preparing evidence and exhibits for trials and evidentiary hearings.
- Basic knowledge of 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.
- 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 databases.
- Communicate effectively 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 as desirable.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

Requires valid California driver's license.

**Education and Experience:**

*Investigator I:* Equivalent to possession of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, or journalism, 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 to possession of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, or journalism, and two years of experience in capital investigations.

Additional directly related experience may be substituted for education. Additional directly related college-level education may be substituted for a portion of the experience.

OR

Two years as a Habeas Corpus Investigator I.