

## **LITIGATION SUPPORT ASSISTANT I/II-HCRC**

### **DEFINITION**

Under general supervision, assists legal case teams in the performance of duties associated with the representation of indigent death-row inmates in habeas corpus proceedings; conducts special projects and performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Litigation Support Assistant I* is the entry-level class. Initially under close supervision, incumbents will be assigned to legal case teams and will be trained to provide assistance with investigation and paralegal duties. As experience is gained, there is greater independence of action within established guidelines, and incumbents will conduct investigations and perform paralegal duties under supervision. This class is alternately staffed with Litigation Support Assistant II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher level.

*Litigation Support Assistant II* is the journey-level class of this series, fully competent to independently perform the full range of litigation support duties. Incumbents exercise significant independence in performing a broad range of litigation support duties within general guidelines, but with limited independent decision-making. Employment in this class is restricted to candidates who possess the equivalent of a college degree.

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

- Assists in the planning and conducting of investigations to support the legal defense of persons convicted in capital cases.
- Locates and retrieves factual materials and records from a variety of sources, as directed.
- Maintains filing and information reference systems.
- Scans original documents into a database.
- Operates a variety of photographic, tape, graphic, and projection equipment.
- Locates, assembles, and compiles information on subjects that assist in the representation of persons sentenced to death, as directed.
- Assists in research, analysis, review, and other related activities pertaining to assigned projects.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays

- May be required to travel as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- General concepts and principles involved in project assignments.
- Principles of organizing and summarizing data and information.
- The operation of personal computers and the use of specified computer applications, such as word processing, databases, and spreadsheets.
- Principles and techniques of preparing a variety of effective written materials.

### **Ability to:**

- Keep accurate notes and records.
- Research, compile, and summarize information and data.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities, and meet critical deadlines.
- Adjust to workload changes to meet deadlines.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

### **Licenses and Certificates:**

Requires a valid California driver's license.

### **Education and Experience:**

*Litigation Support Assistant I:* Equivalent to possession of a bachelor's degree.

*Litigation Support Assistant II:* Equivalent to possession of a bachelor's degree and one year performing investigation support. Additional directly related college-level education may be substituted for a portion of the experience. OR One year as a Litigation Support Assistant I.