

SENIOR HABEAS CORPUS INVESTIGATOR

DEFINITION

Under direction, independently conducts complex habeas corpus investigations; performs lead and/or specialist duties; and performs other related duties as assigned.

CLASS CHARACTERISTICS

Senior Habeas Corpus Investigator is the lead and/or specialist level in the investigator series. Incumbents provide lead direction, training, and work review to assigned staff, organize and assign work, set priorities, and follow up to ensure coordination and completion of assigned work; and/or perform complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, and conducts the more difficult or complex investigations related to the representation of death-row inmates in habeas corpus proceedings.
- May provide lead direction, training and work review; organize and assign work; set priorities, and follow up to ensure coordination and completion of assigned work.
- 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.
- Locates, obtains, and preserves documentary evidence from a variety of sources.
- Confers with attorneys on potential legal issues and factual support for statutory and constitutional claims.
- Drafts, reviews, and edits reports, summaries, and witness statements.
- Operates and maintains a variety of photographic, tape, graphic, and projection equipment.
- Maintains filing and information reference systems.
- Provides training to attorneys, investigators, and others regarding investigation techniques and subjects related to habeas corpus claims.

WORKING CONDITIONS

- Attend meetings outside of normal work hours.
- Work evening and weekends 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 statutory and constitutional claims for relief.
- Ethical and legal rules regarding investigative activities.
- Resources available for locating individuals and relevant information.
- Mental defenses to a crime such as diminished capacity and legal insanity, including general knowledge of the subjects of psychology and psychiatry.
- Administrative office practices and procedures, the standard format for typed materials including proper memoranda, briefs, drafts, opinions, recordkeeping systems and file maintenance, and standard office procedures and practices.
- 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:

- Read and understand legal cases and technical material in such disciplines as medicine, and the physical and social sciences.
- Obtain information through interviews.
- Assess the credibility of witnesses.
- Gather and analyze facts and evidence and draw valid conclusions.
- Plan, organize, review, and evaluate the work of others.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Adjust to workload changes to meet critical deadlines.
- Prepare and present clear, concise, and comprehensive reports.
- 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.
- Use tact and discretion in dealing with those contacted in the course of the work.
- Operate photographic, recording, and graphic equipment as desirable.

Licenses and Certificates:

Requires a valid California driver's license.

Requires a State of California private investigator's license.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with a major in criminal justice, law, psychology, sociology, or journalism and three 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 required experience.

OR

Two years as a Habeas Corpus Investigator II.