

Job Description

Job Title: Death Penalty Clinic Paralegal (7386U)	Job ID: 22103
Department: Berkeley Law	Location: Main Campus-Berkeley
Full/Part Time: Full-Time	Regular/Temporary: Regular

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Departmental Overview

Berkeley Law is one of 14 schools and colleges at the University of California, Berkeley. It is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

Responsibilities

- May collaborate and/or guide students performing legal research, fact gathering and retrieval of information and does conduct legal research connected with pleading preparation.
- Assists with the preparation and filing of pleadings in state and federal court in multiple jurisdictions. Maintains meaningful contact with clients.
- Analyzes and organizes legal documents and other evidence. May plan, develop and manage cases including recordkeeping and calendaring.
- Utilizes legal reference and research software such as Lexis-Nexis, Westlaw and other law library resources.
- Hires undergraduate interns; develops and supervises intern projects and supervises legal clinic students in proper clinic procedures regarding the creation, collection of documents.
- In collaboration with faculty and investigators, oversees the projects of clinic law students in the development of factual issues.

Required Qualifications

- Has knowledge of criminal law and procedures and knowledge of legal industry standards and best practices in research, data collection, analysis techniques and preparation and filing of pleadings, and creation of legal documentation.
- Possesses analytical skills to conduct research analysis and develop recommendations, demonstrating organization and problem-solving skills.
- Has effective verbal and written communication skills.
- Possess basic knowledge of conducting legal research and solid knowledge of factual research.
- Demonstrates the skills to conduct needs assessment and developing new research and mentoring techniques to meet organizational needs.
- Has strong analytical, interpersonal, communication and leadership skills.
- Solid knowledge of database management systems, document sharing technology and research tools.
- Possess solid knowledge of departmental objectives.
- Familiar with current legal industry trends.
- Has worked in a paralegal or investigative capacity for capital defense counsel.
- Familiarity with computer applications, document sharing technology and research tools.
- Lexis-Nexis, Westlaw, law library, web-based people-search databases, Word, WordPerfect, Excel and CaseMap.
- Ability to interact with sensitive and confidential information. Must be able to successfully complete a criminal background check.

Education/Training:

- Paralegal education, qualifications and certification as outlined by The State Bar of California, Business and Professions Code, Section 6450. Continuing

Legal Education as required by The State Bar of California.

- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience working in a paralegal or investigative capacity for capital defense counsel.

Salary & Benefits

Hourly Rate Ranges: \$25.77 - \$33.52/hour (depends on experience, internal equity, etc.)

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>