Classification Title: Graduate Student Assistant  
Department: Office of the State Public Defender (OSPD)

Working Title: Law Student Intern (Summer 2023)  
Office/Unit/Section/Geographic Location: Oakland/Sacramento

Position Number: 426-015-4872-901/426-013-4872-901  
Name and Effective Date: WWG: 2, CBID: E, Tenure: Non-Tenure, Time Base: Intermittent

General Statement: Under the close supervision and direction of a staff attorney, the Graduate Student Assistant (Law Student Intern) (LSI) provides legal support in death penalty cases. Duties include but are not limited to the following:

Specific Tasks [Essential (E) / Marginal (M) Functions]

80% RESEARCH & WRITING:

(E) Assist assigned counsel with legal research regarding issues pertaining to capital and non-capital post-conviction litigation, research regarding non-legal subject matters (e.g., psychiatry, psychology, forensic pathology, etc.), and drafting memos and legal pleadings.

10% RECORD REVIEW, RECORD CORRECTION, AND EVIDENCE PRESERVATION:

(E) Assist assigned counsel in reviewing the appellate record prior to certification, review and catalogue trial evidence and documents, assist in motions to correct and augment the appellate record, and assist in drafting preservation motions.

5% DOCUMENT MANAGEMENT AND CONTROL:

(E) Manage and control case documents through the use of all manual and computerized systems employed in the case, collect documents and records as necessary.

5% (M) Other related duties and tasks as assigned.

Supervision Received

The LSI is supervised by assigned staff attorneys and the Intern Committee.

Supervision Exercised

None
Administrative Responsibility

None

Personal Contacts

Continuous contact with OSPD attorneys, management staff and other OSPD employees, and other California government agencies. May also include personal contact with witnesses, private and government agencies in states other than California, and clients incarcerated at state prisons.

Actions and Consequences

The LSI performs critical legal tasks and failure to perform these tasks adequately could negatively affect OSPD’s mission to provide high-quality representation to its clients.

Functional Requirements

The LSI works Monday through Friday (typically 9:00 to 5:00). Telecommuting may be an option. When in the office, the LSI will be sitting most of the time under fluorescent lighting with sufficient temperature control, in close proximity with other employees, and utilizing typical office equipment such as but not limited to telecommunications equipment, computers, and photocopiers/scanner. The LSI may occasionally transport small office equipment. The LSI will have the opportunity to attend a week of formal training at the beginning of the summer with interns from our sister agencies (the Habeas Corpus Resource Center and the California Appellate Project) in San Francisco, CA, and to tour San Quentin State Prison.

Other Knowledge, Skills, and Abilities

- Ability to work independently with supervision, and in a team environment.
- Ability to develop and maintain good working relations with all levels of staff.
- Ability to maintain security and confidentiality of privileged information in compliance with applicable laws.
- Knowledge of Criminal Law, Criminal Procedure, Constitutional Law, and Evidence.
- Knowledge of computer programs such as Word and other Microsoft Office applications, Adobe, Westlaw, and ability to use such programs in an efficient and effective manner.
- Ability to problem solve and manage time effectively.
- Strong analytical and organizational skills.
- Ability to adapt to unpredictable changes in case priorities and assignments.
- Ability to meet scheduled and last-minute deadlines.
- Demonstrated ability to act independently and to use good judgment.
- Ability to communicate efficiently, both verbally and in writing.
- Knowledge of legal research and writing principals

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary,
discuss your concerns with the supervisor).

_________________________________________  ___________________________  ____________
Printed Name                                      Employee Signature          Date

I certify that this duty statement represents the current and accurate description of the essential functions of this position. I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

_________________________________________  ___________________________  ____________
Printed Name                                      Supervisor Signature        Date