



Position Title: Staff Attorney - Northern California Innocence Project
Position Type: Fixed Term (Fixed Term)
Salary Range: \$66,600-\$78,300; commensurate with experience
Pay Frequency: Annual

To apply for this position, please visit:

https://wd1.myworkdaysite.com/en-US/recruiting/scu/scu/job/Santa-Clara-CA/Staff-Attorney_R1808

A. POSITION PURPOSE

The Northern California Innocence Project (NCIP), a clinical program of Santa Clara University School of Law, seeks an attorney to focus on investigation and litigation of post-conviction claims of innocence. NCIP's mission is to promote a fair, effective and compassionate criminal justice system and protect the rights of the innocent. Reporting to the Executive Director, the Staff Attorney is a full-time one-year fixed term position, with the possibility of extension depending on funding. Responsibilities include investigating potential clients' claims of innocence and litigating those claims, representing NCIP publicly, and assisting in all aspects of NCIP's practice. NCIP strives for diversity among its applicant pool as well as within its staff. We strongly encourage people from all backgrounds, especially racial, ethnic, gender and sexual orientation minorities, veterans, people with disabilities, and smart people with non-linear/non-traditional experience and educational backgrounds to apply for this position. Most importantly, no matter their background, the person selected for this position must embrace, advocate for, and deeply value equity, diversity, and inclusivity.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

Investigate and Litigate Cases on Behalf of NCIP Clients

- Investigate potential NCIP cases
- Review and evaluate ongoing NCIP cases
- Develop investigation and litigation strategies
- Conduct and participate in investigation efforts
- Understand and analyze complex legal proceedings
- Draft legal memoranda, motions, petitions for writs of habeas corpus and other legal documents
- Participate in evidentiary hearings and make court appearances throughout the state
- Other related duties as required.

C. PROVIDES WORK DIRECTION

The Staff Attorney will not directly supervise any NCIP staff members, but may work with students and volunteers.

D. RECEIVES WORK DIRECTION FROM

Receives work direction from Executive Director.

E. QUALIFICATIONS

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, education, and experience required or preferred. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Knowledge, Skills and Abilities

- Ability to develop and implement investigative plan for cases;
- Ability to identify, locate, and review materials needed to evaluate a case as to suitability for post-conviction litigation;
- Ability to draft compelling complex legal pleadings to be filed before all levels of state and federal courts;
- Ability to work effectively with professional groups, criminalists, experts, and other judicial and law enforcement entities;
- Experience with in-depth legal analysis and effective advocacy;
- Knowledge of U.S. criminal justice system and leading criminal justice reform areas;
- Excellent oral and written communication skills;
- Demonstrated ability to prioritize tasks, complete tasks with accuracy, and meet deadlines in a fast-paced environment;
- Ability to develop and maintain effective working relationships with all levels of internal and external constituents;
- Develop broad relationship with law enforcement, advocates and other criminal justice practitioners;
- Ability to work independently with minimal direction;
- Ability to accept and integrate direction and guidance
- Strong interpersonal and organizational skills;
- Approachable and collaborative personal style, works well with others in diverse, multicultural coalitions and workplace;
- Willing to travel to conduct case investigation, make court appearances around the state, and visit California prisons to interview clients and witnesses;
- Appreciation for the mission of Santa Clara University and demonstrated commitment to NCIP's mission, values and goals.

2. Education and/or Experience

- Juris Doctor from an ABA-accredited institution and member of the California bar in good standing or willing to sit for the next California bar exam;
- At least three years of progressively responsible experience in the practice of criminal law and/or criminal appellate and/or post-conviction work;
Preferred:
- Familiarity with Clio case management software a plus;
- Ability to speak Spanish a plus.

F. PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position, and who can perform the essential functions of the position with or without reasonable accommodation.

- Considerable time is spent at a desk using a computer terminal;
- May be required to travel to other buildings on the campus;
- May be required to make court appearances, travel for investigation, and attend conferences, training sessions or meetings within Bay Area or in- or out-of-state locations;
- Occasional evening or weekend work may be required.



G. WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

- Typical office and computer lab environment;
- Mostly indoor office environment with some windows;
- Offices with equipment noise;
- Offices with frequent interruptions.

EEO Statement

Equal Opportunity/Notice of Nondiscrimination

Santa Clara University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and California State laws, regulations, and executive orders regarding non-discrimination and affirmative action. Applications from members of historically underrepresented groups are especially encouraged. For a complete copy of Santa Clara University's equal opportunity and nondiscrimination policies, see <https://www.scu.edu/title-ix/policies-reports/>

Title IX of the Education Amendments of 1972

Santa Clara University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender, and prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. The Title IX Coordinator and Section 504 and ADA Coordinator is Belinda Guthrie, Director of Equal Opportunity and Title IX, 408-551-3043, bguthrie@scu.edu, www.scu.edu/title-ix. Inquiries can also be made to the Assistant Secretary of Education within the Office for Civil Rights (OCR).

Clery Notice of Availability

Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view the Santa Clara University report, please go to the Campus Safety Services [website](#). To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.

Americans with Disabilities Act

Santa Clara University affirms its' commitment to employ qualified individuals with disabilities within the workplace and to comply with the Americans with Disability Act. All applicants desiring an accommodation should contact the [Department of Human Resources](#), and 408-554-5750 and request to speak to Indu Ahluwalia by phone at 408-554-5750 or by email at iahluwalia@scu.edu.

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