Position: LEGAL DIRECTOR,
SJSU Record Clearance Project

DEPARTMENT: Justice Studies,
College of Applied Science and Arts (CASA)

IMMEDIATE SUPERVISOR: Principal Investigator, Justice Studies

POSTING DATE: July 14, 2017

CLOSING DATE:

SALARY: Benefited,
87.5% time (35 hrs/week)

EXEMPT STATUS: Exempt Level

GENERAL NATURE OF POSITION: The RCP Legal Director is responsible for directing and overseeing the legal work of the program.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Case preparation and supervision: Assist in preparing, supervising and representing cases in court and administrative agencies.
2. Client/community relations:
   a. Provide supervision of community presentations and events regarding expungement law, employment rights of people with convictions
   b. Represent RCP in community and with other agencies and government regarding services provided, results achieved and structural problems clients encounter
3. Policy: work to eliminate structural barriers encountered by Record Clearance Project clients
4. File management: Assure that client work is documented and recorded to meet legal ethical standards
5. Other duties as assigned to assist the RCP Project Director

INTERPERSONAL CONTACTS: Students and university personnel, including faculty and administrators; Research Foundation staff; community contacts.

QUALIFICATIONS:

1) Education and Experience
   Juris Doctor degree from an accredited university.
   Admission to California Bar Association in good standing within one year of beginning work.
   Knowledge of expungement and related laws, policies and strategies for resolution.
2) Knowledge, Skills and Abilities required

a) Demonstrated skills and ability to establish and maintain effective and productive working relationships across a diverse community of students and university personnel, as well as industry and community members.
b) Knowledge of issues affecting low income communities and/or communities of color.
c) Strong organizational and time management skills.
d) Excellent oral, written and interpersonal communication skills.
e) Solid experience in Microsoft Office (Word; Excel; PowerPoint) for developing written communications and presentations.
f) Ability to work collaboratively in a team setting.
g) Experience working in self-directed, high initiative-low supervision environments.
h) Interest and demonstrated ability in teaching and supporting students to develop competence in assisting clients to understand available legal and other options regarding clearing their criminal convictions
i) Ability to be flexible and prompt in response in order to meet court deadlines (approximately 5 times / year)

Desirable Skills:

Teaching experience in higher education
Language capabilities beyond English

3) Physical Requirements

a) Must be able to operate a PC, including a mouse and keyboard.
b) Must be able to operate office equipment.
c) Must be able to use a telephone and/or headset.
d) Must be able to navigate uneven surfaces and carry materials.
e) Must be able to stoop, bend, and use stairs frequently and regularly.
f) Core business hours may vary, with flexibility required to accommodate meeting, programming, and emergency needs.
g) Must be able to drive own vehicle, have a clean driving record, and provide proof of insurance.

4) Complexity of Duties

a) Exercises independent judgment in developing methods and evaluating criteria for achieved results.
b) Works on projects where analysis of data or solutions requires an evaluation of various factors.
c) Work has high impact on department’s ability to provide effective services and ability to meet deadlines.
d) Works with minimal direction and supervision on projects/programs.
e) Works on a variety of projects at any given time – multi-tasks
f) Works both independently or in a group/team effort.
g) Various evening and weekend work required throughout the year.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

SUPERVISORY RESPONSIBILITIES: Will supervise, directly or indirectly, a team comprised of several staff handling legal work, including a Student Assistant, and anywhere from twenty to forty Record Clearance Project students, as described above.
APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code RCP LD
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

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The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.