

Staff Attorney, Criminal Law & Justice Center (7399U),  
Berkeley Law - 76339  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253548>

Downloaded On: Apr. 22, 2025 7:40am

Posted Feb. 20, 2025, set to expire Jun. 30, 2025

**Job Title** Staff Attorney, Criminal Law & Justice Center  
(7399U), Berkeley Law - 76339

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Feb. 20, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Legal Services

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**Job Description**

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**Staff Attorney, Criminal Law & Justice Center (7399U), Berkeley Law - 76339**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

Criminal Law & Justice Center is a hub for research, education and advocacy. Blending a data-driven approach with zealous advocacy, the center offers empirical insights into the intricacies of the legal system and policy outcomes. We harness the wealth of perspectives, experiences and expertise that our students and faculty bring to bridge the gap between scholarship and real-world impact.

## Job Summary

This is a Staff Attorney for the Criminal Law & Justice Center to support substantive legal work on behalf of the Center. This position exists because the Center engages in a wide range of legal research and advocacy that requires dedicated attorneys with civil and criminal experience, particularly in the area of racial justice, immigration, technology and/or conditions of detention. The attorney may work on amicus briefs, direct services work, impact litigation, delivering on MOUs with government agencies, providing legal guidance to community partners and coalitions, and more.

The candidate will need to be licensed to practice law in California. The ideal candidate will have criminal and civil litigation experience. The attorney will be expected to help research, draft, and file amicus briefs on a wide range of criminal justice related topics. The Staff Attorney will be expected to

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be able to review complex criminal case files, make appearances in court, help research, draft, and argue pleadings, and interact with individual, government, or organizational clients. The attorney will be expected to work well in broad, diverse coalitions that may include law firms, other universities, students, community-based organizations and more.

### **Application Review Date**

The First Review Date for this job is: March 7, 2025

### **Responsibilities**

- Supports Center cases and projects at the direction of the Executive Director.
- Conducts legal research and writing on cases and projects that fall within the scope and focus of the Criminal Law & Justice Center.
- Drafts and files amicus briefs, motions, and other materials on a wide range of criminal justice-related topics.
- Mentors and works with student intern researchers to provide feedback and manage projects.
- Consults with coalition partners to meet litigation filing deadlines and offer legal services or trainings consistent with negotiated agreements or joint grants.
- Meets and consults with potential clients to file amicus briefs, offer advice memos, or provide training materials.
- Liaises with Center partners and/or other stakeholders as necessary to gather information to move litigation or policy projects forward.
- Assists with case investigation and development:
- Reviews and analyzes discovery and other case documentation.
- Assists in determining the scope, timing, and direction of the investigation.
- Reviews case records and filings and analyzes options.
- Makes court appearances as needed.
- Performs additional duties as assigned.

### **Required Qualifications**

- Advanced knowledge in criminal law and practice.
- Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- Ability to use discretion and maintain all confidentiality.

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- Advanced project management and organizational skills.
- Experience practicing criminal (litigation and or legislation/policy).
- Ability to multi-task with demanding timeframes.
- Advanced analytical / problem-solving skills.
- Proven abilities in collaboration, facilitation, and strategic and creative thinking.
- Thorough understanding of complex legal issues.
- In-depth research skills to draft accurate, complete and persuasive legal documents, such as pleadings, legal responses, affidavits, position statements and briefs.
- Demonstrated commitment to the highest ethical standards.
- Strong attention to detail.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

**Education/Training:**

- Advanced degree in related area, such as a Juris Doctor and/or equivalent experience/training.
- A member in good standing of the CA Bar Association.

**Preferred Qualifications**

- Experience practicing civil law.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

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Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$115,000.00 - \$135,000.00.

- This is a 2-year, Contract appointment with the possibility of extension with continued funding.
- This is a full-time (40 hours/week) position that is eligible for full UC benefits.
- This is an exempt, monthly-paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

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**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **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, please see the

[https://apptrkr.com/get\\_redirect.php?id=6019040&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6019040&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

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### **Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

### **Contact**

N/A

University of California, Berkeley

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