

## **Position Adjustment Request Continued:**

### **Request for Project Positions Continued**

#### 2. Explain Specific Duties of Position(s):

The Investigator will plan and conduct investigations to support the post-conviction unit's legal actions. The investigator will conduct interviews, assemble record collections, create summaries and reports of these materials, and compile client histories.

The Intermediate Clerk will open and maintain program client files, prepare client correspondence, file legal pleadings, and provide administrative support for caseloads under all four Penal Codes.

#### 7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.

We've attempted to hire 2 legal assistants to perform this research but have decided that 1 Investigator and 1 clerical support will a) better suit our project needs and b) be less expensive.