Colorado Legal Services

Legal help for low-income Coloradans seeking assistance with civil legal needs

www.coloradolegalservices.org

Careers at Colorado Legal Services

CLS is currently hiring for the following positions. Click the job title for details and see the FAQ below for more information about working environment, salary, and benefits. Generally, applications are accepted on a rolling basis until the position is filled. If you are a student interested in internship opportunities, see our volunteer page.

Please note: Colorado Legal Services does not recruit, communicate, or provide offers on third-party platforms, such as Skype, Slack, WhatsApp, or LinkedIn. CLS will not and would never ask a candidate to open cloud accounts or to share a password as a condition for employment.

Attorney - CSI

- Job description
  - CLS’ Coordinated Statewide Intake Unit (CSI) receives over 10,000 calls each year from applicants seeking legal help. Working with a team of dedicated and rotating staff in this fast-paced environment, intake attorneys provide advice and brief services over the phone to applicants throughout the state.
  - Must be a licensed attorney barred in Colorado. A customer-service orientation as well as plain-language communication skills are required.
  - Please include "CSI Attorney" in the subject line of your application email.

Attorney - Greeley

- Job description
  - This position requires demonstrated high quality legal skills with an aggressive, imaginative and energetic approach to meeting the legal needs of the poor.
  - Applicant must be a graduate of an accredited law school and must be licensed to practice law in Colorado or qualify for admission to the Colorado Bar by Motion.
  - Some experience in legal practice, particularly in poverty law or related work, is preferred. Sensitivity to the legal needs of poor people and minorities is required.
  - Please include "Greeley Staff Attorney" in the subject line of your application email
Staff Attorney, Migrant Farmworker Division

- **Job Description**
  - This is a full-time position representing agricultural workers and conducting outreach.
  - Essential qualifications: JD, Spanish fluency, ability to travel throughout Colorado
  - Include MFWD Attorney in the subject line of your application email.
  - In addition to the documents listed in our FAQ below, send a legal writing sample.

Housing Attorneys - Denver

- **Job description**
  - These are full-time positions advocating on behalf of tenants at risk of eviction.
  - Essential qualifications: JD; must be licensed to practice law in Colorado.
  - Please include Denver Housing Attorney in the subject line of your application email.

Staff Attorney - Denver, Health Elder Unit

- **Job description**
  - The Health & Elder Unit represents low-income individuals and seniors who are facing denial, termination, reduction, or overpayments in public benefits programs such as SSI, Medicaid, SNAP, OAP, Social Security Retirement and Disability, and Medicare. This position requires demonstrated high quality legal skills with an aggressive, imaginative, and energetic approach to meeting the legal needs of Colorado's low-income population.
  - Essential qualifications: Applicant must be a graduate of an accredited law school and must be licensed to practice law in Colorado or qualify for admission to the Colorado Bar by motion. Some experience in public benefits is preferred. Sensitivity to the legal needs of poor people and minorities is required.
  - In addition to the documents listed in our FAQ below, please submit a writing sample.
  - Please email applications to hiring@ colegalserv.org, and include "HELU Staff Attorney" in the subject line of your application email.

Paralegal, Denver Housing Unit
Job description
The housing unit preserves affordable housing for low-income individuals through tenant representation in eviction proceedings and collaboration with community based organizations.

Excellent communication and organization skills required. Must have experience working with low income or otherwise vulnerable populations.

Housing and/or public benefits advocacy experience, bilingual ability, and Microsoft Office proficiency strongly preferred

Please include "Denver Housing Paralegal" in the subject line of your application email

Intake Specialist - Colorado Springs

Job description.
The CLS Colorado Springs office is seeking an intake specialist to staff the reception desk and provide administrative support services.

Essential qualifications: Strong communication, interpersonal skills, and professionalism to deal with a wide variety of people. Spanish-language fluency preferred.

Intake and Paralegal Administrator, Denver Housing Unit

Job description
This is a management position with significant oversight, administrative, and outreach responsibilities.

Responsible for developing and maintaining systems for communication, training, and quality control, and ensuring that paralegal and volunteer work is timely, effective, thorough, and accurate.

Management/supervisory experience as well as an understanding of the eviction process and eviction resources in Colorado strongly preferred.

Please include "Intake and Paralegal Administrator" in the subject line of your application email

Secretary/Receptionist – Denver

Job description
This is a full-time position with mostly in-office (on-site) work expected at this time.

Essential qualifications: communication skills and professionalism.

Please include Denver Secretary/Receptionist in the subject line of your application email.

Secretary - Boulder

Job description.
The CLS Boulder office is seeking a secretary to staff the reception desk and provide
administrative support services.

- Essential qualifications: Strong communication, interpersonal skills, and professionalism to deal with a wide variety of people.

Frequently Asked Questions:

1. What is CLS doing to protect staff and the broader community against covid-19? Does this job allow for or require remote work?

CLS will remain responsive to public health guidance and prioritize the safety of staff, clients, and the broader community. We are committed to preserving our community’s health through handwashing, mask-wearing, social distancing and mandatory vaccination for CLS staff and volunteers (with exceptions for religious and medical reasons). Contact your local office for more information about on-site protocols and procedures.

Options for remote work vary based on office location/service area and job duties; hiring managers will discuss specific expectations during interviews. CLS provides remote employees with the technology and training necessary for their success.

2. What is the salary range for this position? What benefits/perks does CLS offer?

Non-management staff at CLS are members of a union that has negotiated a Collective Bargaining Agreement setting out the below salary scales.

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual salary range (depending on years of experience)</th>
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</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>$31,700 - $51,100</td>
</tr>
<tr>
<td>Technology Assistant</td>
<td>$37,800 - $62,200</td>
</tr>
<tr>
<td>Paralegal</td>
<td>$38,400 - $62,200</td>
</tr>
<tr>
<td>Attorney</td>
<td>$59,060 - $99,000</td>
</tr>
</tbody>
</table>
Social Worker | $43,000 - $86,800  
Licensed Clinical Social Worker | $50,800 - $86,800

CLS covers 100% of employee health, dental, and vision insurance premiums, as well as a portion of dependent premiums. Leave policies allow for work-life balance, with 12 paid holidays, generous paid health, annual, and personal leave, paid bereavement leave, and parental leave.

3. How can I apply for a job at CLS? What does CLS want to know about applicants?

Email hiring@colegalserv.org, being sure to include the keywords from the job description in the subject line. Attach a cover letter, resume, and three references. Title documents “Last Name - Document Title” (ex. Arguello – resume). Our hiring committees do NOT review applications/correspondence submitted through other channels.

Your cover letter should explain your interest in this position and discuss any relevant experience working with low-income or otherwise vulnerable populations. We ask that you let us know how you found out about this job opportunity (ex. Idealist, friends, local bar association, etc.). All applicants are invited to share how their unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of CLS.

Our ideal candidates have a demonstrated passion for public interest, a commitment to advancing equity, and experience working with low-income or otherwise vulnerable populations. We value the perspective of staff with a non-legal background and welcome a broad range of expertise. While many positions do not require bilingual fluency, proficiency in non-English languages is always a plus. Proficiency in Microsoft Office 365 is preferred for all positions.