

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](#)

Housing Attorney - Denver

- [Job description](#)
- This is a full-time position advocating on behalf of tenants at risk of eviction.
- Essential qualifications: JD; must be licensed to practice law in Colorado
- Include Denver Housing Attorney in the subject line of your application email.

Housing Attorney - Greeley

- [Job description](#)
- This is a full-time position currently funded for one year.
- Essential qualifications: JD; must be licensed to practice law in Colorado
- Include Greeley Housing Attorney in the subject line of your application email.

Human Trafficking Paralegal – Denver

- [Job description](#)
- This is a **full -time position** in **CLS' Survivor Services Unit**, whose work includes providing specialized immigration services to people who have experienced trauma.
- **Essential qualifications:** Spanish fluency; available for occasional travel within Colorado. Experience in immigration law and/or working with crime victims/trauma survivors preferred; no paralegal certificate required.
- Include SSU Paralegal in the subject line of your application email.

Paralegal - Denver

- Job description
- This is a full-time position supporting a team of attorneys on cases for tenants at risk of eviction.
- **Essential qualifications:** excellent communication, organizational, and interpersonal skills; an eye for detail; Spanish fluency preferred; no paralegal certificate required.
- Include Denver Housing Paralegal in the subject line of your application email.

Paralegal - Durango

- Job description
- This is a **full-time** position with **primarily in-office (on-site) work** expected at this time.
- **Essential qualifications:** excellent communication, organizational, and interpersonal skills; an eye for detail; Spanish fluency preferred; no paralegal certificate required.
- Include **Durango Paralegal** in the subject line of your application email.

Secretary - Colorado Springs

- Job description
- This is a **full-time** position with **primarily in-office (on-site) work** expected at this time.
- **Essential qualifications:** excellent communication, organizational, and interpersonal skills; Spanish fluency and some customer service experience preferred.
- Include **CS Secretary** in the subject line of your application email.

Secretary/Receptionist - Denver

- Job description
- This is a **full-time** position with **primarily in-office (on-site) work** expected at this time.
- **Essential qualifications:** excellent communication, organizational, and interpersonal skills;

Spanish fluency and some customer service experience preferred.

- Include **Denver Secretary** in the subject line of your application email.

Secretary - Grand Junction

- Job description
- This is a **full-time** position with **primarily in-office (on-site) work** expected at this time.
- **Essential qualifications:** excellent communication, organizational, and interpersonal skills; some customer service experience preferred.
- Include **GJ Secretary** in the subject line of your application email.

Technology Support Specialist, Colorado

- Job description
- This is a **full-time** position in **CLS' Technology Unit** staffing the help desk. This person could work out of one of eleven CLS offices statewide; occasional travel (outside of COVID pandemic) is expected.
- **Essential qualifications:** excellent communication and interpersonal skills; experience with remote support tools; 1-3 years as a help desk specialist and/or B.S. in Computer Science or closely related field preferred.
- Direct application emails (including a cover letter, resume, and three references) to Technology Unit Manager Molly French at MFrench@colegalserv.org. Include **CLS Help Desk Specialist** in the subject line.

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.

Position:	Annual salary range (depending on years of experience)
Secretary	\$26,700 - \$46,100
Technology Assistant	\$32,800 - \$57,200
Paralegal	\$33,400 - \$57,200
Attorney	\$54,060 - \$94,000

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, and paid parental and bereavement leave.

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

Email [hiring@colegalserv.org](mailto: 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.

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<http://www.coloradolegalservices.org/node/73/careers-colorado-legal-services>

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