



## **Job Description: VOCA Attorney – Grand Junction**

<b>NATURE OF WORK</b>	Working primarily covering cases in the 7th judicial district (but also in the 21st Judicial District as well as in Garfield County) under the supervision of the Managing Attorney, the VOCA Grant attorney provides advice, brief services, and/or representation to clients who have experienced domestic violence, most often in domestic matters. Under the guidance and supervision of the Managing Attorney, the attorney conducts outreach and community education events, always building and maintaining professional relationships with community organizations and the like.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>▪ Assume an active caseload of Domestic Relations cases (e.g. Civil Protection Order hearings, Dissolution of Marriage, Allocation of Parental Responsibilities, etc.), including contested cases involving complex litigation;</li><li>▪ Provide legal advice and high-quality representation of clients in accordance with the ethical rules of professional conduct, program priorities, CLS policies and guidelines, and CLS Casehandler Standards;</li><li>▪ Demonstrate patience, respect, cordiality, professionalism, responsiveness, empathy, and common sense in all client communications and interaction with clients, agencies, court staff, and judicial officers;</li><li>▪ Effectively manage client expectations;</li><li>▪ Demonstrate minimum organization and time management skills necessary for successful compliance of the job;</li><li>▪ Responsible for any necessary due diligence, case prep, and litigation work such as client and witnesses interviews, investigation, and preparation of legal documents and presentation of cases in Court;</li><li>▪ Demonstrate minimum understanding and ability to navigate case management systems, including but not limited to the ability to maintain reliable up-to-date records;</li><li>▪ Consult with the Managing Attorney, and co-counsel with other CLS attorneys and paralegals, where appropriate;</li><li>▪ Develop professional relationships with the community served, leaders, and advocates in that community, including but not limited to domestic violence providers;</li><li>▪ Attend domestic violence task force and other program meetings, as assigned by and under the direction of the Managing Attorney;</li><li>▪ Under the direction of the Managing Attorney, develop strategies for providing community education and/or training presentations;</li></ul>

- Frequent travel within the 7th judicial district (Delta and Montrose County courts) is expected.

## QUALIFICATIONS

Must be licensed to practice law in Colorado. Strong work ethic and professional communication skills required for client interaction and community education and outreach. Must be willing to serve the most vulnerable population. Must demonstrate strong organization and time-management skills, an ability to reprioritize as needs shift, and basic proficiency in Office 365 and case management technology. Some experience in domestic relations casework or working with crime victims is preferred.