



Job Title: Family Violence Justice Fund (Entry-Level) Paralegal

Location: Boulder, CO

Classification: Non-Exempt (Full-Time)

Reports To: Managing Attorney

Salary Range: \$ 38,494 - \$ 55,996 (Commensurate based on experience)

ORGANIZATION OVERVIEW:

Colorado Legal Services (CLS) is Colorado's statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities -- one person at a time for over 90 years. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful high impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

POSITION SUMMARY

Under the supervision of the Family Violence Justice Fund Grant Attorney and the Managing Attorney, the paralegal completes client intake for domestic relationships cases and maintains relationships with referring organizations, focusing on serving our clients experiencing intimate partner and family violence. The paralegal will also provide clerical and case management support to attorneys in active family law (typically protection order, divorce, and custody) cases, conduct occasional outreach, and work with the Pro Bono Coordinator to facilitate the Pro Se Family Law Clinic.

ESSENTIAL DUTIES:

- Review domestic relations case referrals, conduct initial case investigation, client interviews, and completes CLS intake.
- Draft case documents (pleadings, indices, Sworn Financial Statements, Notices, disclosures, pattern discovery, deficiencies letters, etc.) for attorney review, including during the Pro Se Family Law Clinic.
- Assist in managing the Pro Se Family Law Clinic.
- Assist attorneys in case investigation and research (CoCourt and CBI searches).
- Serve as point of contact for clients, courts, and mediators regarding basic case questions, scheduling and inquires.
- Administer and ensure accurate and complete data entry regarding case findings and upload court-filed documents into case management systems.
- Develop and maintain familiarity with court policies and procedures related to divorce and custody cases.



- Ensure equitable access to I for clients with limited English proficiency, utilizing interpretation and translation services as necessary.
- Facilitate outreach and training for partner organizations working with survivors of domestic violence or other vulnerable populations and facilitate referrals of clients to and from these partner organizations.
- For applicants CLS cannot accept for full representation, draft advice letters, closing the associated matter in case management system after sending.
- Support and assist our internship program, including delegating tasks to law student and paralegal student interns and providing feedback to the managing attorney regarding intern work performance.
- Handle special projects, issues, problems, or clients as specified by the program or unit in relation to the defined needs of clients; and
- Provides miscellaneous assistance as necessary for the effective administration of the office.

REQUIRED QUALIFICATIONS:

- Entry-level to advance clerical support skills
- Must learn trauma-informed care practices within 6 months of employment
- Strong communication and organizational skills
- Ability to work independently and manage multiple tasks and deadlines
- Demonstrated time-management skills
- Basic proficiency in Office 365 and computer database skills
- Must demonstrate sensitivity to the needs of crime victims, low-income persons, and non-English speakers
- Passion for working on behalf of survivors of family violence.

PREFERED QUALIFICATIONS:

- A paralegal certificate or bachelor's degree is preferred
- Proficient in Spanish is preferred

COMPENSATION AND BENEFITS:

We offer a generous benefits plan that includes 100% employee paid health insurance, Vision Service Plan – vision insurance, and Delta Dental insurance, life insurance, long-term disability insurance, (EAP) Employee Assistance Program, Dependent Care and Medical Flexible spending accounts, and 403(b) retirement account. Additionally, CLS offers a \$350.00 monthly stipend (to be used as you chose), generous Paid Time-off and 11.5 paid holidays per year. CLS values its



employee's commitment to working hard work for the population we serve and recognizes the importance of work/life balance; therefore, we offer flexible work schedules, hybrid work arrangements, promotes and fosters a diverse, inclusive, equitable and psychological safe work environment; striving to be a "Best Place to Work" in Colorado.

HOW TO APPLY:

Please email a copy of your resume and cover letter to [hiring@colegalserv.org](mailto: hiring@colegalserv.org). Please include "FVJF Paralegal – Unit Boulder" in the subject line.

Note: Please mention how you heard about the job announcement in your email.

NO PHONE CALLS OR RECRUITING FIRMS PLEASE!

OUR COMMITMENT TO DIVERSITY EQUITY INCLUSION AND BELONGING:

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer in a serious way. We are committed to building and retaining a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills, and experiences within our workforce. We encourage all qualified candidates to apply for this position.