



**Job Title:** Staff Attorney focusing on family law and public benefits.

**Location:** Greeley

**Classification:** Exempt

**Reports To:** Managing Attorney

**Salary Range:** \$66,422 - \$108,011 (Commensurate with 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, public benefits, 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 impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

**Position Summary:**

Working under the supervision of the Managing Attorney, the staff attorney provides advice, brief services, and/or full representation to clients in family law cases and public benefits matters. This person will be the primary staff attorney doing case work under the Weld County Title III grant. Additional duties under the Title III grant include preparing Powers of Attorneys and participating in outreach events for seniors.

The attorney shall also become familiar with issues of Diversity, Equity and Inclusiveness, and shall engage in training regarding Trauma Informed Care.

**Essential Duties:**

- Assume an active caseload of family law and public benefits cases. This will include conducting client interviews, investigation and the preparation of legal documents, and representation in court and administrative proceedings;
- Provide advice and high-quality representation and advocacy on behalf of clients in accordance with program priorities and CLS Casehandler Standards;
- Achieve and maintain knowledge of Colorado family law, state and federal benefit programs, legal issues affecting seniors, and general and specialized poverty law developments;
- Ensure comprehensive and current documentation of client case notes;
- Maintain thorough and up-to-date records (including timekeeping) in case management systems;
- Consult and co-counsel with other CLS attorneys and paralegals, when appropriate;
- Effectively and zealously litigate on behalf of clients, negotiate in good faith, and ethically and diligently work on the client’s behalf, while effectively managing client expectations;



- Develop relationships with client-eligible communities and local partner agencies, including providers of services to tenants, seniors and survivors of domestic violence;
- Attend program meetings, as assigned; and
- Participate in office or program wide projects to provide training and/or community education to agencies, advocates, clients, or community groups about legal services, issues and rights of interest to low income persons.

#### **Required Qualifications:**

- Valid license to practice law in the state of Colorado
- Excellent written and verbal communication skills
- Detail-oriented with strong critical thinking, analytical, and time management skills
- Must be collegial and be a team player.

#### **Preferred Qualifications:**

- Spanish speaking is a plus;
- Demonstrating understanding and compassion towards the societal challenges and financial struggles faced by individuals who are economically disadvantaged and/or elderly is crucial.

#### **Compensation and Benefits:**

We offer a generous plan that includes 100% employer paid premiums for employee health, dental, vision, life, and long-term disability insurance as well as partial employer paid premiums for spouses/dependents, based on a sliding scale. We also offer Dependent Care and Medical Flexible spending accounts, a 403(b) retirement account, and an Employee Assistance Program (EAP). Additionally, CLS offers a \$350.00 monthly stipend (to be used as you choose), generous paid time-off and 12.5 paid holidays per year. CLS values its employees' commitment to working hard for the population it serves and recognizes the importance of work/life balance; therefore, we offer flexible work schedules and hybrid work arrangements as appropriate. We promote and foster a diverse, inclusive, equitable, and psychologically 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 [hire@colegalserv.org](mailto:hire@colegalserv.org). Please include "Greeley Staff Attorney (Greeley)" in the subject line.

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

Please no solicitations from recruitment firms.

#### **Our Commitment to Diversity, Equity, Inclusion, and Belonging:**

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