



Job Title: Staff Attorney, Denver Housing Unit

Location: Office Based in Denver with Travel to Courthouses in Adams, Arapahoe, Denver, Douglas, and Jefferson Counties

Classification: Exempt

Reports To: Supervisor of the Denver Housing Unit

Salary Range: \$66,422 - \$108,011 plus \$4,200 yearly stipend. Salary 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:

A staff attorney in the Denver Housing Unit ("DHU") works as a legal advocate for tenants at risk of or facing eviction and is on the front line in defending tenants to prevent eviction and homelessness. DHU provides a range of eviction prevention services from giving brief legal advice and information, limited assistance to full representation in court. DHU operates eviction prevention clinics to advise, educate, prepare answers for tenants facing eviction and evaluate cases for full representation. DHU is committed to staff mindfulness and proper work/life balance, and thus, takes active efforts to ensure that staff caseloads are properly managed. Because of their vulnerability, DHU prioritizes assisting tenants living in federally subsidized housing.

Essential Duties:

- Deliver exceptional legal counsel and advocacy that align with program objectives and meets the standards set forth by CLS Casehandler guidelines.
- Engage and collaborate with a highly motivated and enthusiastic team of over twenty dedicated professionals committed to preventing homelessness.
- Display patience, empathy, and sound judgment for clients, including those with diverse backgrounds, disabilities, and mental health challenges, while providing clear, transparent communication and managing their expectations effectively.
- Interview clients and witnesses, investigate facts to build client defenses and case strategy, engage in motions practice and negotiations, and represent tenants at court and administrative hearings.
- Maintain comprehensive and current documentation of client case notes in case management system.
- Aid tenants at courthouse clinics, providing information and advice while quickly assessing their legal



matter to draft pleadings.

- Research complex housing issues, involving both state and federal laws with eye towards looking for systemic ways to address homelessness.
- Working collaboratively with partner organizations, including agencies who offer rental assistance.

Required Qualifications:

- Valid license to practice law in the state of Colorado or ability to obtain a Colorado license as soon as practicable.
- Excellent written, verbal, and interpersonal communication skills.
- Detail-oriented with strong critical thinking and analytical skills.
- Commitment to direct tenant advocate services.
- Ability to work at a quick pace and balance different tasks and responsibilities at the same time.

Preferred Qualifications:

- Experience representing clients in the court or administrative process.
- Comfortable making arguments in front of a judge or administrative body.
- Experience or knowledge of housing law, especially subsidized housing requirements.
- Bilingual
- Experience working with clients in a vulnerable population, i.e. those living in poverty, those combatting mental illness.

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. Please note that the starting salary for law graduates who have not yet passed the bar is \$65,422.

How to Apply:

Please email a copy of your resume and cover letter to [hiring@colegalserv.org](mailto: hiring@colegalserv.org). Please include "Staff Attorney – Denver Housing Unit" 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.