

**Non-Classified  
EMPLOYMENT OPPORTUNITY**

**Office of the Child's Representative**

**STAFF ATTORNEY/ LEGISLATIVE LIAISON**

Downtown Denver

**Position Number:** OCRSALL17  
**Job Location:** Denver, Colorado  
**Salary:** \$6,644 - \$8,978/per month  
**Release Date:** June 27, 2017 **Apply By:** July 11, 2017  
**Employment Type:** Full time

**Information about the Job:**

**BROAD SCOPE OF POSITION:** The Staff Attorney position is responsible for representing the Office of the Child's Representative (OCR) and Guardians ad Litem (GALs) in various capacities, including assisting GALs, serving as liaison to judicial districts, participating in committee work with stakeholders in both child welfare and juvenile justice and disseminating information from committee work to OCR staff and GALs. This position involves researching and analyzing legal and policy issues and preparing written materials. The staff attorney provides support to GALs, the court and other professionals with regard to the issues and challenges facing attorneys who represent the best interests of children in the court system. The staff attorney must work constructively with others to further OCR's mission of improving attorney services for children in child welfare and juvenile justice. This position also involves representing the OCR as our legislative liaison to the General Assembly and presents a unique opportunity to seek systemic change for some of Colorado's most vulnerable citizens, children who are involved in complex legal proceedings. Knowledge of the child welfare and juvenile justice systems is required, as is familiarity with issues impacting families in these systems such as mental health treatment, substance abuse, and domestic violence. Excellent legal research and writing skills are required. This is a full time, non-classified position exempt from the Federal Labor Standards Act, reporting to and serving at the pleasure of the OCR's Executive Director.

**MAJOR RESPONSIBILITIES AND DUTIES:**

***PROVIDE GAL/ATTORNEY AND STAFF SUPPORT:*** The Staff Attorney serves as a resource to GALs statewide. This involves researching and analyzing legal issues affecting OCR contract attorneys and effectively communicating with GALs. Responsibilities include:

- Support OCR contract attorneys and staff as a liaison with the judicial districts.
  - Serve as the primary point of contact for OCR attorneys, court personnel and other professionals in select judicial districts.
  - Assess sufficiency of pool of attorneys, identify performance concerns and training needs, and monitor case filings and billing activity.

- Investigate complaints regarding attorneys in the district.
- Support OCR contract attorneys and staff through legal analysis, practice supports, and advocacy
  - Monitor state and federal policy trends; identify fiscal and policy implications of case law, legislation and rules.
  - Analyze and identify practice standards, trends and issues.
  - Assist in developing training and practice supports for attorneys on relevant issues.
  - Actively participate in assigned committees.
  - Prepare written reports, educational materials, internal memos, and amicus briefs as indicated.
- Support effective attorney practice through program development and evaluation.
  - Assist with the coordination, implementation, and continuous quality improvement of the OCR's attorney evaluation process.
  - Strategize and coordinate implementation of recommendations from the OCR's Multidisciplinary Law Office Project Evaluation.

*SERVE AS LEGISLATIVE LIAISON:* The Staff Attorney plans, coordinates and manages legislative activities impacting the OCR throughout the year and represents the OCR before the General Assembly. Responsibilities include:

- Analyze, research and monitor legislative, budgetary and program initiatives which affect the OCR's budget, programs or policies
  - Establish effective process and relationships for learning about and monitoring proposed legislation
  - Provide effective consultation to OCR staff in defining and implementing year round legislative strategies
  - Meet regularly with OCR staff to discuss and support OCR legislative priorities and goals
  - Translate OCR legislative needs into appropriate bill formats and seek bill sponsors
- Represent OCR before the General Assembly
  - Develop and implement strategies to achieve legislative goals, defend legislative position and coordinate legislative testimony
  - Analyze the fiscal impact of proposed bills and work collaboratively with the Chief Operations Officer to accurately respond to legislative requests of fiscal impact
  - Develop relationships with legislators, lobbyists and stakeholders to effectively advocate the Agency's position
  - Coordinates and files General Assembly and SMART Reports

*OTHER DUTIES/TRAVEL:* The OCR is a small office, and the Staff Attorney must be a team player. The position requires developing strategic plans for a myriad of issues and engaging in crisis management on a daily basis. The Staff Attorney must be able to work independently but

also collaborate closely with other staff to solve problems. Duties outside the primary scope of the position may be assigned by the Executive Director. The Staff Attorney duties require a minimal amount of travel outside the Front Range. The OCR serves all 22 judicial districts in the state of Colorado and agency needs will require travel and presentations outside of the Front Range, including OCR's annual jurisdictional visits and two conferences per year presented by the OCR. The estimated amount of work time related to travel outside of the Front Range for this position is less than 10 percent.

**QUALIFICATIONS:** The successful candidate must be an attorney licensed in the state of Colorado with some experience in the child welfare and juvenile justice systems. The successful candidate must possess excellent communication and strong writing and technical skills, and must be creative, self-motivated and able to work in a decentralized environment without close supervision.

**HOW TO APPLY:**

Submit a letter of application noting the above referenced position, a resume, a list of three professional references and a writing sample by 4:30 p.m. on the above listed "Apply By" date to the contact information below.

Office of the Child's Representative  
Attn: Melanie Jannicelli, Human Resources Manager  
1300 Broadway Suite 320  
Denver, CO 80203  
[melaniejannicelli@coloradochildrep.org](mailto:melaniejannicelli@coloradochildrep.org)

You may submit the required information by mail or e-mail. Be sure your application materials specifically address your qualifications for the position. Late or incomplete packages will not be considered. Please note that the application materials will not be returned. Fax applications will not be considered. Successful applicants will be contacted to schedule an interview. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and short-term disability plans, and paid leave.