

Job Title: Legal Assistant
Location: Durango, CO
Salary: \$3,721 Monthly
Opening Date: 01/08/2020
Closing Date: 01/26/2020 11: 59 PM
Job Type: Full Time

Type of Announcement: Residents and non-residents of Colorado will be considered.



OFFICE OF THE COLORADO STATE PUBLIC DEFENDER

Colorado's Office of the State Public Defender (OSPD) maintains a reputation as one of the top organizations in the nation specializing in the delivery of indigent criminal defense representation. It operates as an independent agency within the Judicial Branch of Colorado State Government with approximately 880 dedicated and zealous individuals assigned to twenty-one Regional Trial Offices across the state, a centralized Appellate Division, and a centralized Administrative Office. The mission of OSPD is to defend and protect the rights, liberties, and dignity of those accused of crimes who cannot afford to retain counsel. We do so by providing constitutionally and statutorily mandated representation that is effective, zealous, inspired and compassionate.

We seek to hire professionals who are dedicated to public service and committed to serving our clients. We are a fast paced, team-oriented environment, where self-motivation and a personal commitment to high performance are important attributes for success.

DESCRIPTION OF THE JOB

This entry-level position, under direct supervision, is responsible for performing legal support duties and basic paralegal functions for assigned cases. Legal Assistants are expected to develop fundamental skills necessary to provide litigation support on a wide range of juvenile and adult cases including homicides and complex crimes, Grand Jury indictments and juvenile transfer and reverse transfer cases. Legal Assistants require strong interpersonal skills in order to successfully work with colleagues, clients, and court staff, and also must have strong organizational skills to manager a high volume of work.

Typical responsibilities include, but are not limited to:

- Management (creation, organization and updates) of large volumes of hard and soft copy documents and files.
- Tracks and monitors status of cases and ensures records are processed within appropriate timelines; and, keeps attorneys apprised of deadlines.
- Collects information and conducts legal research as directed, using a variety of sources and resources (e.g. court database, internet, legal publications, direct contact with individuals).
- Assists in contacting clients, client family members and other parties as directed to identify and obtain information necessary for completing client records or drafting motions. Prepares standard correspondence and release forms as required to access information.

- Files basic motions.
- Transcribes witness interviews, which may include being called to testify in court or signing a sworn affidavit to verify information presented in transcripts or motions.
- May perform similar duties to assist other regional offices as needed.

MINIMUM QUALIFICATIONS

- Paralegal certificate from an ABA approved certification program. Training, college coursework, and/or experience that demonstrate the knowledge, skills and competencies required to perform the job duties of this position may substitute for the required education.
- Proficiency in the use of Microsoft Office applications (Outlook, Word, Excel, and PowerPoint)
- Strong interpersonal skills
- Highly proficient in spoken and written English
- Strong attention to detail

Preferred Qualifications:

- A bachelor's degree in paralegal studies, or related field
- Experience conducting legal research
- Experience in criminal defense legal support
- Experience working with Adobe Acrobat

HOW TO APPLY

Qualified individuals must e-mail **a resume and cover letter** to Brytanny.Vetsch@coloradodefenders.us.

Please address how your skills and experience meet the qualifications for the position and working for the Office of the State Public Defender. Only individuals selected for interview will be contacted.

BENEFITS

For a summary of health, dental, life and retirement benefits please visit: [Benefits | DHR](#).

Additional information about the Office of the Colorado State Public Defender can be found at:

<http://www.coloradodefenders.us/>