

**Job Title:** Legal Assistant  
**Location:** Appellate Division – Denver, Colorado  
**Salary Range:** Minimum \$3,721 Monthly  
**Opening Date:** May 26, 2021  
**Closing Date/Time:** June 9, 2021, 11:59 p.m., MDT  
**Job Type:** Full Time

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**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 889 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 the 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**

The Public Defender's Appellate Division has an opening for a full-time Legal Assistant. This entry-level position, under direct supervision, is responsible for performing legal support duties/basic paralegal functions for assigned cases, such as tracking deadlines and gathering and organizing information to prepare and draft motions or pleadings. The ideal candidate will possess excellent written and verbal communication skills, strong attention to detail, knowledge of the court system, strong legal research and writing skills, ability to work in self-directed environment, and show accountability for work-product.

Typical responsibilities include, but are not limited to:

- Drafts a variety of motions and case related pleadings.
- Collects information and conducts legal research as directed, using a variety of sources and resources to assist with preparation of pleadings and/or drafting of motions (e.g., court databases, internet, DOC records, direct contact with individuals, etc.).
- 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 motions.
- Communications via e-mail or telephone with court staff, trial attorneys, district attorneys, and court reporters concerning appellate records;
- Tracks and monitors status of cases and keeps attorneys apprised of deadlines.

## **MINIMUM QUALIFICATIONS**

- Paralegal certificate from an ABA approved certification program. Equivalent education, training or experience that demonstrates the knowledge, skills and competencies required to perform the duties at this level may substitute for the required education.
- Strong communication skills both written and verbal
- Strong attention to detail

## **Preferred Qualifications**

- Graduation from an accredited college or university with a bachelor's degree.
- Experience conducting legal research
- Experience in criminal defense legal support
- Knowledge of the court system

## **HOW TO APPLY**

Qualified individuals must e-mail **a resume, cover letter, and short writing sample** to Leslie Pesch at [leslie.pesch@coloradodefenders.us](mailto:leslie.pesch@coloradodefenders.us) and Alicia Thomas at [alicia.thomas@coloradodefenders.us](mailto:alicia.thomas@coloradodefenders.us) Only individuals selected for interview will be contacted.

## **BENEFITS**

For a summary of employee benefits (health, dental, life and disability) please visit: <https://stateofcoloradobenefits.com/>. Other benefits include retirement plan options through Colorado PERA [www.copera.org](http://www.copera.org), ten paid holidays a year, and paid-time-off for personal and sick leave. Additional information about the Office of the Colorado State Public Defender can be found at: <http://www.coloradodefenders.us/>

## **NON-DISCRIMINATION**

The Office of the Colorado State Public Defender provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, gender, age, sexual orientation, gender identity, religion, disability or other protected status, in accordance with applicable federal, state and local laws. Consistent with this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including the application and selection process. If you have a disability and require reasonable accommodation, please contact Laura Darrow at, [laura.darrow@coloradodefenders.us](mailto:laura.darrow@coloradodefenders.us).