

Job Title: Office Manager
Location: Durango, CO
Salary Range: Depends on Qualifications, Minimum Salary is \$4,410/month
Opening Date: 07/20/2021
Closing Date/Time: 07/26/2021, 11:59 PM Mountain Time
Job Type: Full Time

Please Follow the Instructions Below on How to Apply



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. We operate as an independent agency within the Judicial Branch of Colorado State Government with nearly 1,000 dedicated employees assigned to twenty-one Regional Trial Offices, 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 furthering our mission and demonstrate compassion in their service to 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 JOB:

Full time Office Manager position available in the Durango Public Defender's Office. Individual must have strong customer service skills and be patient with and supportive of indigent people charged with crimes. Working environment is fast-paced and has a high volume of telephone calls, clientele, and interruptions.

Performs management and clerical duties following established office procedures. Assignments may include a combination management of office and clerical functions. Coordinates day-to-day activities and work flow of the office, provides administrative support to attorneys, and oversees administrative staff under the supervision of the Office Head.

Primary Duties and Responsibilities

- Supervises administrative support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees are trained; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary recommendations.
- In addition to having the skills and ability to perform all tasks of administrative support staff, office managers demonstrate advanced knowledge and understanding to interpret the eligibility guidelines; handle and resolve problems with more complex applications; and ensure compliance with policies and procedures.
- Develops and administers office procedures for a regional office in accordance with statewide rules and policies. Serves as a liaison with the State Office to coordinate administrative responsibilities related to personnel actions, leave tracking, state vehicles, mandated costs, travel and mileage reimbursements,

purchasing supplies, and to ensure compliance with statewide and policies and procedures. Primary contact for matters related to building maintenance.

- Assists employees and managers in conjunction with the State Office to administer personnel matters such as processing personnel action forms, enrolling in group benefit plans, and submitting leave forms.
- Assists with the training of new attorneys and interns on in-house office and court processes, utilizing the data access and case management database systems, and related office procedures.
- As a member of the regional office management team, participates in strategic planning related to staffing resources, staff assignments, scheduling, and case management to ensure office activities and operations are cost effective and efficient.
- Acts as office representative during all office audits, with ability to provide auditors with information they require regarding the operation of the office. Responsible for enforcing office procedures to ensure audit requirements are met.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from high school supplemented by legal secretarial or college courses in a related field.
- A combination of work experience with the State Public Defender's Office, law office or other comparable experience.

Preferred Qualifications

- Prior supervisor or leadership experience.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands and fingers and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment

It is frequently subject to interruptions, and multiple calls and inquiries. The noise level in the work environment is usually moderate. Occasionally, handles emergency or crisis situations.

Supplemental Information

How to Apply:

Salary for this position depends on qualifications; minimum salary is \$4,410/month.

Submit résumé and cover letter via e-mail outlining reasons for applying with the Public Defender's Office to:

Agency:	Colorado State Public Defender
Attention:	Candace Gonzales, Executive Assistant
Email:	Candace.Gonzales@coloradodefenders.us

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, 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.