

Job Title: Director of Legislative Policy and External Communication
Location: Downtown Denver, Colorado
Primary Physical Work Address: 1300 Broadway, Denver CO 80203
Salary Range: \$10,394 - \$13,400 Monthly
Opening Date: 10/12/2021
Closing Date/Time: 11/01/2021, 5:00 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:

This is a senior level position performing professional liaison work, including external communication, for the agency. The position applies extensive knowledge and experience in criminal law, legislative affairs, public policy, communication, messaging and public relations under general direction of the State Public Defender in the performance of day-to-day activities. The position is responsible for representing the agency to legislative bodies, staff and officials at the direction of the State Public Defender; establishing and maintaining relationships and communications with internal and external stakeholders, including the agency's senior management team, the public, media and others; and serving as the primary contact for and facilitator of media communications. Position conducts research, review and analysis of legislation, laws and bills with potential impact on the agency; provides recommendations to senior management; and assists in developing and delivering communications and messaging. Because of the intensive work required during the legislative session, the position will at times require significant work outside of normal business hours. The position will also require some travel within the state.

Typical duties and responsibilities include, but are not limited to:

Legislative Liaison

- Establishes and maintains relationships through interactions and communications with legislative bodies or law-makers to promote the public policy goals related to laws under which the agency operates.
- Represents the OSPD on legislative matters before the General Assembly or other legislative bodies as directed.
- Gathers information to guide parties toward mutual agreement and/or cooperation.
- Ensures agency and stakeholder input is available to inform decision-making, policy and planning processes of the agency.

- Solicits or prepares and proposes legislation, identifies affected interests and lobbies for or against prospective legislation.
- Tracks and researches newly introduced laws and advises the OSPD on the potential impact of legislation under consideration; provides strategic and analytical support on issues affecting the agency.
- Coordinates with the Director of Budget and Finance on fiscal impact.
- Handles legislative communications and coordinates the legislative planning and implementation efforts.

Policy Analyst

- Conducts policy and legislative reviews.
- Provides recommendations on policy issues.
- Implements policy decisions and responds to inquiries on policy within the agency.
- Works and communicates with senior officials both internal and external.
- Briefs internal and external stakeholders on policy issues.
- May draft legislation.

Public Information/Communications Officer

- Establishes and maintains communication between the agency, public and internal/external stakeholders.
- Responsible for promoting or creating an intended public image for the agency, criminal justice system, clients or other agenda.
- Responds to requests for information from the media or designates an appropriate spokesperson or information source.
- Coordinates public responses on critical incidents or conflicts.
- May write or select material for release to the media or other external parties.
- Plans or directs the development of communication of programs to maintain favorable public, legislative or other stakeholder perceptions of the agency's accomplishments, agenda or civic, community and other outreach responsibility.
- Studies the objectives, policies or needs of the agency to develop public relations and information strategies that will influence public opinion or promote ideas and services.
- Coaches agency representatives in effective communication with the public, legislative bodies, or others such as employees, external agency representatives or the media.
- May update and maintain content posted on the OSPD website.
- Performs other duties as assigned.

QUALIFICATIONS

Required Education and Experience:

A juris doctor (J.D.) degree from a law school accredited by the American Bar Association (ABA) and licensure to practice law in the State of Colorado; a minimum of eight years of experience in a public defense system, judicial branch of government, or criminal justice system; experience and practice in areas of legislative policy, policy analysis, state and federal laws, administrative procedures, legal writing, communications, and/or public relations. Experience as a legislative

analyst, policy analyst, or public information/communications officer may substitute for up to two years of the required experience in public defense, on a year for year basis.

Preferred Qualifications:

- Prior management or supervisory experience.

Knowledge:

- Knowledge of the criminal justice system, including representation of indigent clients.
- Knowledge of public policy formulation and the legislative process.

Skills):

- High degree of professionalism, discretion and confidentiality;
- Ability to analyze legal documents, legislative bills and fiscal notes, determine relevant facts, and propose viable solutions;
- Problem-solving skills to assess potential outcomes and propose recommendations;
- Research skills and ability to interpret and apply laws, legal opinions, rules and regulations to a specific matter;
- Speaking and writing skills to clearly present and explain legal information and be precise and specific when preparing documents;
- Ability to develop and maintain collaborative relationships with regional and state office managers and employees, legislative bodies, leadership and peers.

HOW TO APPLY

Qualified individuals must e-mail a **resume and cover letter** to Kristi Rudy at Kristi.Rudy@coloradodefenders.us by close of business on **Monday, November 1, 2021**. Please address how your skills and experience meet the qualifications for the position, and your interest in working for the Office of the State Public Defender.

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.