

**Job Title:** Attorney Recruiting Coordinator  
**Location:** Downtown Denver, Colorado  
**Primary Physical Work Address:** 1300 Broadway, Denver CO 80203  
**Salary Range:** \$4,115 - \$5,144 Monthly  
**Opening Date:** 11/17/2021  
**Closing Date/Time:** 12/01/2021, 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:**

The Attorney Recruiting Coordinator coordinates the recruitment and selection processes to fill law school student internships and attorney positions under the general direction, and in conjunction with, the Chief Deputy State Public Defender. The position applies principles, standards and concepts in recruiting, staffing management, and workforce planning in the performance of duties, while adhering to applicable state and federal laws and regulations governing recruitment and employment practices. The position routinely handles information of a confidential and sensitive nature; and, generally operates with independent judgment and initiative in the performance of assigned duties. This position is an individual contributor, and may train, provide instruction and review the work product of other staff on a project basis, but does not have formal supervisory responsibility.

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

- Coordinates the recruitment, selection and placement of candidates to fill attorney positions in the regional trial offices. Receives applicant credentials and screens for qualifications and agency and regional office fit. Selects, refers, and may schedule applicants to interview with hiring managers.
- Coordinates the recruitment, selection and placement of law school students for internships in the regional trial offices. Selects and refers applicants to interview with hiring managers and intern supervisors. In conjunction with the Chief Deputy, considers applicant credentials and regional office recommendations to select a small group of students for the paid summer internship program. Participates in the review of the summer internship program each year.
- Tracks second-year law students for internships; ensures certified interns have been approved to practice under the Student Practice Rule. Tracks graduation and bar examination dates for determining new attorney placements and start dates. Maintains communications with Attorney Regulation Counsel to ensure compliance with the rules governing admission to the practice of law in Colorado.

- Serves as the primary contact for law students and graduates throughout the recruitment, selection and placement process. Communicates with, and sends notifications to applicants regarding interview selection, job offers, hire dates, and regional office placements. Responds to applicant questions. Notifies applicants when they are not selected for interview or hire.
- Keeps current on requirements for the various avenues to admission to the Colorado bar and communicates with future OSPD lawyers about their admission application status. Uses this information to make informed decisions on start dates for new hires.
- Serves as the liaison with the Regional Office Managers and Office Heads to track and coordinate new-attorney hires, start dates and office placements. Informs the Training Department of start dates and placements as needed for their training plans.
- Conducts outreach to law schools to facilitate recruitment of interns and entry-level attorneys. Distributes agency information and coordinates with OSPD attorneys to participate in virtual and in person recruitment activities such as, on-campus interviews, brown bag meetings, and law school recruiting fairs. Contributes to strategy in positioning agency as a preferred employer and in determining legal talent hiring goals for upcoming hiring cycles.
- Coordinates recruitment efforts through conferences and other law school recruiting events. Reviews credentials and selects students for interview. Compiles credential packets and schedules student interviews with OSPD attorneys and hiring managers.
- Helps train employees participating in interviews on basic interviewing techniques and practices. Updates interviewers on current trends in the legal talent job market and agency priorities in selecting future employees.
- Coordinates travel for out-of-state recruitment events including air or car arrangements, hotel reservations, and reimbursement processes in accordance with State fiscal standards.
- Maintains all attorney and internship applicant credentials and records in accordance with record retention requirements in recruiting and selection processes. Ensures appropriate documentation is included in personnel files.
- Reviews credentials from experienced lawyers seeking employment with OSPD and consults with the State Public Defender and Chief Deputy for decisions and approval of lateral hires.
- Ensures website information on how to apply for law school internships and attorney positions is current.
- Occasionally travels to regional office locations within, and recruiting events outside, the State of Colorado, which may include overnight stays.
- Attends meetings and trainings as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Required Education and Experience:**

Bachelor's degree from an accredited college or university in human resources, business management, organizational development, psychology, or field of study closely related to the work assignment; and,

Professional work experience, which provided the same kind, amount, and level of knowledge acquired in the required education may substitute for the bachelor's degree on a year-for-year basis.

### **Preferred Qualifications:**

- Experience in a criminal justice or criminal defense environment;
- Experience in the areas of recruitment, selection and hiring that provided an understanding of assessing job skills and qualifications;

- Experience recruiting through college or university student internship programs and/or assigning students to internship placements;
- Experience working in an environment serving indigent populations.

#### **HOW TO APPLY**

Qualified individuals must e-mail **a resume and cover letter** to Kristi Rudy at [Kristi.Rudy@coloradodefenders.us](mailto:Kristi.Rudy@coloradodefenders.us) by 11:59 p.m., **Wednesday, December 1, 2021**, (Mountain Time). 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](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).