

**Accepting applications for the following positions:**

**Job Title:** Paralegal, State Public Defender  
**Location:** Multiple – See locations listed below  
**Physical Work Address:** Depends on office assignment  
**Salary:** \$4,025 Monthly  
**Closing Date:** Open until filled  
**Job Type:** Full Time  
**FLSA:** Non-Exempt

**Please Follow the Instructions Below on How to Apply**

*Applications will be accepted until positions are filled. For first consideration, please apply by June 22, 2022.*



**THE OFFICE OF THE COLORADO 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.

**BENEFITS OF WORKING FOR OSPD:**

As an employee of Colorado State government, we offer group benefit plan options for you and your family (health, dental, life and disability). Please visit: <https://stateofcoloradobenefits.com/> for details. Other benefits include retirement plan options through Colorado PERA [www.copera.org](http://www.copera.org), eleven 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: <https://www.coloradodefenders.us/>.

**DESCRIPTION OF JOB:**

**We are recruiting to fill multiple Paralegal positions to be placed in 19 of our regional trial offices located across the State of Colorado.** Office assignments include Metro area cities of Boulder, Brighton, Castle Rock (Douglas County), Centennial (Arapahoe County), Denver and Golden; Northern regional offices of Fort Collins, Greeley and Sterling; Colorado Springs and Southern regional offices of Alamosa, La Junta, Pueblo and Trinidad; and, the Mountain and Western Slope communities of Salida, Dillon, Glenwood, Steamboat and Grand Junction.

This is the first level within the paralegal series wherein employees learn and apply criminal procedures, rules and laws guiding legal practice in criminal defense; and, apply the principles and practices of a paralegal nature to support and assist with a variety of litigation needs. Positions perform duties and assume responsibility for supporting divisions, units, and clients under the specific direction, instruction and guidance of a defense attorney. Public Defender paralegals serve as part of the defense team, and as such, are bound by the Colorado Rules of Professional Conduct including rules regarding the attorney-client privilege and client confidentiality.

## **Primary Duties and Responsibilities**

*(Employees must be able to meet the physical demands of the job, with or without reasonable accommodation.)*

- Manages and organizes discovery. Converts electronic files to PDF and other formats. Builds trial notebooks, creates digital bookmarks and indexes for easy reference and access by the attorneys and defense team. Creates spreadsheets to manage and organize case records and information including, but not limited to, discovery, witnesses, evidence and exhibits.
- Reviews and summarizes discovery, videos, and witness interviews. Identifies matters of significance and brings to the attention of the defense team. Reviews discovery with the client. Requests and reviews client records, court records and transcripts to complete case files.
- Reviews client charges, pleadings, and court orders and researches legal issues as requested by the attorney such as, searching and reviewing statutes, case law, and legal articles for legal precedent, mitigation and sentencing considerations. May assist attorneys in identifying potential conflicts of interest.
- Searches case-related information as requested by the attorney such as, trending media, news publications, and anything referencing the case, client, codefendants or witnesses that may assist in the preparation of the case, hearing, trial, juror selection or defense strategies.
- Keeps attorneys and defense teams updated as new information is added to the case files.
- Under the attorney's direction and review, drafts routine and standard motions, briefs and legal memoranda. Proofreads and edits motions prepared by attorneys. Files pleadings and motions. Redacts documents.
- Paralegals in the trial offices may prepare appellate packets and coordinate with the Appellate office to ensure timely provision of materials. Paralegals in Appellate, review appellate packets and communicate with the trial offices and other counsel about additional materials needed to timely file Notices of Appeal or complete the record.
- Tracks and monitors case status and critical timelines on assigned cases to ensure court filings are processed in accordance with established criminal procedures, rules and laws. Keeps attorneys and clients apprised, as appropriate.
- Provides support for hearings or trials as requested by the attorney including, but not limited to, jury selection; tracking of witnesses; tracking of exhibits; client communication; note taking and documentation of events; coordination of trial materials; and, technical assistance with audio/visual platforms for evidence and Power-Point presentations.
- Drafts and responds to correspondence from clients, client family members, and representatives from collateral agencies, to obtain and exchange pertinent information in accordance with policy and procedure.
- Performs a variety of administrative tasks as needed to support the defense team and client, which requires the processing of forms, documents and transactions in accordance with State Office policy and procedure.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Minimum Education and Experience:**

- Paralegal certificate from an ABA approved paralegal studies program or accredited institution;
- OR
- One year of a combination of training and experience performing legal support functions such as, organizing and preparing large legal case files for review by an attorney or presentation in court; legal research; preparing drafts of legal documents; and, compiling and analyzing records and data from legal sources, may substitute for the required education.

**Preferred Qualifications:**

- A bachelor's degree in paralegal studies or related field;
- Experience conducting legal research;
- Experience in a criminal justice or criminal defense environment;
- Experience working in an environment serving indigent populations.

**HOW TO APPLY**

Please e-mail your résumé and cover letter to the contact listed below for the office or offices to which you are applying. Your credentials should address how your skills and experience meet the qualifications for the position and highlight your interest in this position and working for the Office of the State Public Defender.

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Office	Contact	Email
Boulder	Kate Herold	<a href="mailto:Kathryn.Herold@coloradodefenders.us">Kathryn.Herold@coloradodefenders.us</a>
Brighton	Sarah Quinn	<a href="mailto:Sarah.Quinn@coloradodefenders.us">Sarah.Quinn@coloradodefenders.us</a>
Castle Rock	Amy Mendigorin	<a href="mailto:Amy.Mendigorin@coloradodefenders.us">Amy.Mendigorin@coloradodefenders.us</a>
Castle Rock	Ara Ohanian	<a href="mailto:Ara.Ohanian@coloradodefenders.us">Ara.Ohanian@coloradodefenders.us</a>
Centennial	Carlotta Nelson	<a href="mailto:Carlotta.Nelson@coloradodefenders.us">Carlotta.Nelson@coloradodefenders.us</a>
Denver	Tadeh Der-Barseghian	<a href="mailto:Tadeh.Der-Barseghian@coloradodefenders.us">Tadeh.Der-Barseghian@coloradodefenders.us</a>
Golden	Annie Ulshoffer	<a href="mailto:Julianne.Ulshoffer@coloradodefenders.us">Julianne.Ulshoffer@coloradodefenders.us</a>
Dillon	Mia Carter	<a href="mailto:Mia.Carter@coloradodefenders.us">Mia.Carter@coloradodefenders.us</a>
Glenwood	Veronica Ulloa	<a href="mailto:Veronica.Ulloa@coloradodefenders.us">Veronica.Ulloa@coloradodefenders.us</a>
Salida	Daniel Zettler	<a href="mailto:Daniel.Zettler@coloradodefenders.us">Daniel.Zettler@coloradodefenders.us</a>
Steamboat	Sheryl Uhlmann	<a href="mailto:Sheryl.Uhlmann@coloradodefenders.us">Sheryl.Uhlmann@coloradodefenders.us</a>
Fort Collins	Tracy Lowrey	<a href="mailto:Tracy.Lowrey@coloradodefenders.us">Tracy.Lowrey@coloradodefenders.us</a>
Greeley	Elena Sanchez	<a href="mailto:Elena.Sanchez@coloradodefenders.us">Elena.Sanchez@coloradodefenders.us</a>
Sterling	Brian Johnson	<a href="mailto:Brian.Johnson@coloradodefenders.us">Brian.Johnson@coloradodefenders.us</a>
Alamosa	Angelica Hart	<a href="mailto:Angelica.Hart@coloradodefenders.us">Angelica.Hart@coloradodefenders.us</a>
Colorado Springs	Deana O'Riley	<a href="mailto:Deana.O'Riley@coloradodefenders.us">Deana.O'Riley@coloradodefenders.us</a>
La Junta	Lauren Vigil	<a href="mailto:Lauren.Vigil@coloradodefenders.us">Lauren.Vigil@coloradodefenders.us</a>
Pueblo	Nicole Colt	<a href="mailto:Nicole.Colt@coloradodefenders.us">Nicole.Colt@coloradodefenders.us</a>
Trinidad	Juanita Gonzalez	<a href="mailto:Juanita.Gonzalez@coloradodefenders.us">Juanita.Gonzalez@coloradodefenders.us</a>
Grand Junction	Lorie Kerr	<a href="mailto:Lorie.Kerr@coloradodefenders.us">Lorie.Kerr@coloradodefenders.us</a>

*(Note: You are welcome to apply to more than one office, but please alert each in your email or credentials that you have pending applications with other offices.)*

**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).