

## **Job Posting - Office of the Child's Representative, Office of the Guardian ad Litem**

**Title:** Entry-Level Attorney

**Job Location:** Colorado Springs, Colorado

**Salary Range:** \$6,828 - \$8,195 per month\*

**Employment Type:** Full-Time (40 hours/week); benefits and PERA eligible

**Apply By:** Open until filled

\*Each position within the Judicial branch has a certain salary range assigned to it. Based on experience and other factors, newly hired employees typically begin their employment towards the beginning of the pay range.

### **OCR MISSION**

The [Office of the Child's Representative \(OCR\)](#)'s mission is to give children and youth a voice in Colorado legal proceedings through high-quality legal representation that protects and promotes their safety, interests, and rights.

### **OCR VISION**

Justice, opportunity, and healthy families for all court-involved children and youth.

### **OCR VALUES**

- **Accountability:** Colorado's children, attorneys, families, and communities can count on OCR to ensure that each decision we make and action we take advances our mission in a fair, equitable, inclusive, and transparent manner.
- **Efficiency:** OCR strives to accomplish its mission and conserve resources by streamlining efforts, adhering to deadlines, resolving conflict constructively, and honoring well-defined projects, processes, and roles. We balance our drive to achieve with thoughtful planning and implementation.
- **Empowerment:** OCR cultivates an environment of respect, honesty, and equity. We value the diverse experiences and expertise of the children we serve, our attorneys, and our staff. We invest time to reflect and connect, focus on strengths, value feedback, and recognize success. We stand for justice and support each other in our mission to empower children.

### **OCR OVERVIEW**

The OCR is an independent agency within the State of Colorado Judicial Branch that provides attorney guardian *ad litem* (GAL), child's legal representative (CLR), and counsel for youth services to children and youth in dependency and neglect (D&N), delinquency, and other proceedings throughout Colorado. The OCR's El Paso County Office is responsible for providing GAL services in D&N and delinquency cases and counsel services for youth accessing Colorado's Transition Age Youth program. **THIS POSTING IS FOR A POSITION AT THE EL PASO COUNTY GAL OFFICE.**

The OCR's El Paso County Office currently constitutes the OCR's only office providing these services through state employees (12 FTE attorneys, 5 case consultants, and 3 administrative staff) rather than independent contracts. As such, this office provides a unique opportunity to protect the interests and advance the rights of individual children through high-quality multidisciplinary legal representation, to influence systemic change through coordinated and strategic advocacy, and to incubate and implement best practices in legal representation.

## **GENERAL STATEMENTS OF DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION**

OCR seeks to hire one or more full-time entry level attorneys. The Office of the Guardian ad Litem provides legal representation for children and youth in delinquency and dependency & neglect cases. Attorneys are expected to prepare and conduct all aspects of assigned cases at the trial court level.

The **Entry-Level Attorney** position is a full-time, non-classified position that is exempt from overtime under the Federal Labor Standards Act, serving at the pleasure of the Managing Attorney of the office. All prospective employees of the Colorado Judicial Branch are subject to a background investigation prior to hiring.

This position is eligible for State of Colorado benefits, including participation in retirement, health, dental, life/AD&D, and short-term disability plans, and paid leave.

## **MINIMUM EDUCATIONAL / PROFESSIONAL QUALIFICATIONS**

- J.D. or L.L.B. from an accredited law school and licensed to practice law in Colorado and member in good standing of the Colorado State Bar.
- No history of disciplinary action by any state bar licensing authority.
- Ability to communicate effectively, both verbally and in writing.
- Ability to make good decisions, maintain confidentiality, establish effective working relationships, and thoroughly document work.
- Strong dedication to representing children and youth.
- Solid computer skills are essential.

## **WORK ENVIRONMENT**

This position is currently working from the office and otherwise remotely from home during the Covid-19 pandemic; OCR anticipates an eventual transition to either a full-time or hybrid return to the office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position routinely handles emergency or crisis situations and may be frequently subject to interruptions, multiple calls and inquiries.

## **OTHER DUTIES/TRAVEL**

The OCR El Paso County Office of the GAL's primary work takes place in El Paso County; however, special projects or duties outside the primary scope of the position may require travel to events outside of the Front Range, including meetings, trainings, and conferences (state and national). The estimated amount of work time related to travel outside of the Front Range for this position is less than 10 percent.

## **HOW TO APPLY:**

Application packet must include the following:

- 1) Cover letter
- 2) Resume
- 3) Minimum of three professional references
- 4) Legal Writing Sample

Email application packet to [nlyells@guardianadlitemelpaso.org](mailto:nlyells@guardianadlitemelpaso.org).

**PLEASE NOTE:** Applications will be reviewed, and interviews scheduled/conducted as they are received; applicants are encouraged to submit their application materials as soon as possible.

**Applications will not be considered that contain documents that are illegible, or incomplete or are in a file format OCR cannot open or read (PDF preferred, Microsoft Word is acceptable).** Be sure your application materials specifically address your experience and qualifications for the position described in this document. Successful applicants will be contacted to schedule an interview.

The Office of the Child's Representative is committed to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. The OCR is an equal opportunity/affirmative action employer fully committed to achieving a diverse work force. The OCR invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality and perspective of GAL, CFY and CLR practice.