



## **EMPLOYMENT OPPORTUNITY**

### **Staff Attorney**

Disability Law Colorado has an immediate opening for the position of Staff Attorney.

The Staff Attorney will work on issues related to all aspects of disability law, including but not limited to Facilities, Community Integration, Special Education, Access, and Assistive Technology, as well as other areas of disability law. Responsibilities include, but are not limited to, providing direct client representation, analyzing and evaluating legal problems, representing clients in formal legal proceedings, legislative analysis on issues affecting people with disabilities, and providing training on the rights of people with disabilities and the services of Disability Law Colorado.

This position reports to the Director of Legal Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Maintains broad knowledge of disability law and specific knowledge related to casework.
- Researches, analyzes, and evaluates legal problems presented by clients of Disability Law Colorado.
- Along with program staff, provides technical assistance for intake, information, and referrals.
- Represents clients at meetings for informal negotiations and resolution discussions regarding disability law related issues.
- Draft work on pleadings and position statements.
- Represents clients in formal legal forums such as administrative hearings, complaint proceedings, state and federal court.
- Assists in drafting legislation in the disability and mental health arenas.
- Represents Disability Law Colorado on various committees in the areas of human rights, education and developmental disabilities.
- Prepares and gives presentations and workshops in various areas of legal rights for people with disabilities.
- Along with other staff personnel, performs assigned public relations activities to create a greater awareness in the community about Disability Law Colorado.
- Writes articles, papers, and training materials concerning disability issues and the law.
- Performs the work in a manner that is consistent with the Colorado Rules of Professional Conduct.
- May be asked to provide input regarding program budget and expense issues.
- Some overnight travel required.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- 3-5 years of experience practicing law
- Law Degree from an accredited law school.
- Experience in disability related law is preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Current Colorado license to practice law is required

## **SKILLS AND COMPETENCIES**

- Knowledge of Colorado and Federal regulations and civil law.
- Knowledge of Microsoft Windows software, including Word.
- Computer literacy and proficiency with software utilized to carry out job functions
- Familiar with the Internet and e-mail
- Ability to:
  - Do computer-based legal research.
  - Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
  - Respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community.
  - Write press statements and articles for publication that conform to prescribed style and format.
  - Effectively present information to agency management, public groups, and/or agency Boards of Directors.
  - Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
  - Compute rate, ratio, and percent and to draw and interpret bar graphs.
  - Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
  - Deal with problems involving several concrete variables in standardized situations.
  - Work independently and as part of a team

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Equipment used including but not limited to: All office equipment, computer, fax machine, type writer, calculator, copy machine, scanner, and telephone system.

## **WORK ENVIRONMENT**

Typical legal office work environment, with the possibility of some telecommuting. Office Access is stairs or elevator.

The hiring range for this position is \$60,000-\$65,000.

Disability Law Colorado offers competitive compensation and an excellent benefit package, which includes medical, dental, vision, life, short term and long term disability, life insurance and a 403(b) retirement savings plan.

The closing date is May 24, 2021. Please submit resume, cover letter and writing sample outlining your interest and experience for this position. Interested applicants please mail, fax or email resume with cover letter to:

Esther Brieno [ebrieno@disabilitylawco.org]

Office Manager

Disability Law Colorado

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Disability Law Colorado is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, creed, national origin or disability. Applicants with disabilities and diverse backgrounds are encouraged to apply.