STURM COLLEGE OF LAW
Career Development & Opportunities

Please scroll down to see the 70 latest listings
Document Review Attorney or Law Clerk
Blitz Professional Placements

Position Type: Permanent/Full-Time, Contract, Publicly Mined Job (See Disclaimer)

Description:
We are seeking candidates for ongoing document review projects with firms and other entities in the Denver Metro area. Ideal candidates will have document review experience and an active, good standing US Bar Association status. Projects typically last several months at a time. Opportunity for additional projects or placements upon completion of document review may be available. Pay rate is competitive and commensurate with experience.

PREFERRED EXPERIENCE & QUALIFICATIONS:
Active bar admission in at least 1 U.S. Jurisdiction and status in good standing
Real estate and/or mineral title experience
Experience as member of document review team
3+ years legal support experience

Job Type: Contract

Contract Length:
Varies

Contract Renewal:
Likely

Full Time Opportunity:
Yes

CDO# 18559

Desired Class Level: JD Alumni 0-2 years

Posting Date: January 10, 2019

Expiration Date: January 10, 2019
<table>
<thead>
<tr>
<th><strong>Contact:</strong></th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>Other (see below)</td>
</tr>
<tr>
<td><strong>How to Apply:</strong></td>
<td><a href="https://www.indeed.com/m/viewjob?jk=dd7e3aa7d642c73b&amp;from=ja&amp;alid=5a73ef75e4b01b6d47214ca2&amp;utm_campaign=job_alerts&amp;utm_medium=email&amp;utm_source=jobseeker_emails&amp;rgtk=1d0r1souc3hig804">https://www.indeed.com/m/viewjob?jk=dd7e3aa7d642c73b&amp;from=ja&amp;alid=5a73ef75e4b01b6d47214ca2&amp;utm_campaign=job_alerts&amp;utm_medium=email&amp;utm_source=jobseeker_emails&amp;rgtk=1d0r1souc3hig804</a></td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18559</td>
</tr>
</tbody>
</table>
Corporate/Mergers & Acquisition Associate
Moore & Van Allen (Charlotte, NC)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Corporate/Transactional

**Description:**
Moore & Van Allen, a large southeastern law firm with a national practice, is seeking a Mergers & Acquisitions Associate with four to six years of high level general corporate experience and with the skills to take a lead role in complicated mergers and acquisitions transactions. Qualified candidates will have experience with drafting and negotiating commercial acquisition documentation including stock and asset purchase agreements, shareholder agreements and joint venture agreements. Qualified candidates will also have experience with managing transaction teams across multiple disciplines and practice groups and with taking transactions from due diligence, negotiation and documentation through closing. Candidates should also have excellent written and verbal communication skills and excellent academic credentials. Equal Opportunity Employer.

CDO#
18540

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years

**Posting Date:** January 10, 2019

**Expiration Date:** February 16, 2019

**Contact:** Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States

**Resume Receipt:** Other (see below)

**Default email for resumes:** charlotterecruiting@mvalaw.com

**How to Apply:** http://www.mvalaw.com/f-20.html

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 18540
Civil Jury Project Fellowship
New York University School of Law (New York, NY)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Description:**
The Civil Jury Project at NYU School of Law (Project) invites applications for a Research Fellow for 2 years beginning August 16, 2019. The position is ideally suited for a soon-to-be or recent graduate with excellent academic credentials. The Fellow will work with the Faculty and Executive Directors of the Project as well as other Fellow(s) on the academic inquiry into the role of the civil jury – past, present, and future. In addition to independent academic work, the Fellow will be responsible for:

- Coordinating and monitoring research on academic endeavors related to objectives of Project.
- Planning and executing public events and workshops organized by the Project in New York and around the country. Flexibility for periodic overnight travel is essential.
- Coordinating research studies by empiricists or outside researchers.

Candidates will be detail-oriented, have strong communication, relationship building, research and analytical skills and have an ardent interest in legal issues relating to the role of the civil jury. We are conducting interviews on a rolling basis and will keep the job posted until it is filled.

**Qualifications:**

**Required Education:** Juris Doctor degree, excellent academic credentials, and preferably a federal appellate or district court clerkship or anticipated clerkship.

**Required Experience:** Research and event planning/logistics experience.

**Required Knowledge, Skills, and Abilities:** Strong analytical, writing, organizational and
interpersonal skills.

Salary and Benefits:

Salary: $70,000 per year

The University offers a competitive salary and an outstanding array of benefits, which include medical, dental and vision. Further information regarding benefits can be found here: https://www.nyu.edu/employees/benefit/full-time/Professional-Research-Staff-Code-103.html.

CDO# 18553

Desired Class Level: 3L, 4LE/4LPT, JD Alumni 0-2 years

Posting Date: January 10, 2019

Expiration Date: March 10, 2019

Contact: Anna Offit
110 W. Third Street Room 205 New York, New York 10012 United States

Resume Receipt: Other (see below)

How to Apply: How to Apply:
Applications should be submitted to Kaitlin Villanueva at email: villanueva@mercury.law.nyu.edu and should include a cover letter and resume. Please write Research Fellow for The Civil Jury Project at NYU School of Law in the subject line of your email. If you have questions about the fellowship you may send them to Anna Offit at aco269@nyu.edu.

Additional Documents: Cover Letter, Other Documents

ID: 18553
**Litigation Associate**  
Lewis, Bess, Williams & Weese P.C. (Denver, CO)

**Position Type:** Permanent/Full-Time  
**Practice Area(s):** Commercial Litigation  

**Description:** Lewis, Bess, Williams & Weese PC is looking for an outstanding litigation associate with at least 4-5 years of experience to join its busy commercial litigation group. The work involves a diverse federal and state court litigation practice including in the areas of breach of contract, business torts, non-competes, trade secrets, energy, class actions and other commercial disputes and matters. A successful associate is an energetic self-starter, is enthusiastic and interested, writes well, has a strategic litigation mind and takes ownership. Former judicial clerks encouraged to apply. Excellent compensation and benefits commensurate with experience.

**CDO#**  
18551

**Desired Class Level:** JD Alumni 3-5 years  
**Posting Date:** January 10, 2019  
**Expiration Date:** February 10, 2019

**Contact:** Halley Cook  
Marketing and Administrative Coordinator  
1560 Broadway, Suite 1400 Suite 1400 Denver, Colorado 80202 United States

**Resume Receipt:** Other (see below)  
**How to Apply:** Address the application to our Marketing and Administrative Coordinator, Halley Cook, at hcook@lewisbess.com.

**Additional Documents:** Cover Letter, Other Documents  
**Requested Document Notes:** Required materials: Resume, cover letter, references

**ID:** 18551
Deputy District Attorney  
Colorado 1st Judicial District Attorney's Office (Golden, CO)  

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)  

**Description:**  
Purpose  
Under close supervision, performs professional legal work in the prosecution of cases primarily in County Court, acting on behalf of the District Attorney and representing the People of the State of Colorado in court proceedings.  
Essential Duties  
Work involves handling all aspects of criminal cases including preparing and prosecuting jury and/or bench trials, plea negotiations, motions preparation and presentation, assisting law enforcement, working with victims, and making presentations to community organizations.  
Qualifications  
Juris Doctorate Degree from an accredited law school.  

Must be admitted to the Colorado Bar, or sitting for the February Colorado Bar exam.  

Please provide a writing sample.  

Offer of employment contingent on criminal background, MVR check and education verification.  

**Desired Class Level:** JD Alumni 0-2 years  

**Posting Date:** January 16, 2019  
**Expiration Date:** January 16, 2019  

**Contact:** Jobs Contact  
500 Jefferson County Parkway Golden, Colorado 80401 United States  

**Resume Receipt:** Other (see below)  

**How to Apply:** https://www.governmentjobs.com/careers/jefferson/jobs/2305144/deputy-district-attorney?pagetype=jobOpportunitiesJobs  

**ID:** 18591
Junior-Mid-level IP Transactions Attorney
Holland & Hart (Denver, CO)

Position Type: Permanent/Full-Time

Description:
Searching for an IP transactions attorney. Come join our vibrant, growing team in Denver doing dynamic IP transactional work at the dominant firm in the Mountain West.

WHAT YOU’LL DO
This position involves structuring, drafting, reviewing and negotiating a variety of agreements related to IP, technology and other commercial matters, including agreements related to SaaS platforms and software offerings, strategic alliance agreements, IP licenses, consulting agreements, equipment purchase and support agreements, distribution agreements, sponsorship and marketing agreements and joint development agreements; as well as advising clients on privacy law and data security matters. This person will also support the IP components of M&A deals. The clients this person will serve are a mix of emerging growth, mid-market and coastal Fortune 500 companies. The position is flexible as to partnership or non-partnership track aspirations and career paths.

WHO YOU ARE
High academic achievement; 2+ years of experience related to IP transactions or commercial agreements; hard-working and a self-starter; possess extraordinary attention to detail; thrive in a fast-paced atmosphere while juggling numerous deadlines and providing excellent client service; embody our firm values (https://www.hollandhart.com/statement-of-values); Colorado licensed or willing to become Colorado licensed. Please apply online and submit your resume, cover letter and law school transcript.

Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years

Posting Date: January 11, 2019

Expiration Date: February 11, 2019

Contact: Michelle Stoeckel

Resume Receipt: Other (see below)

How to Apply: https://careers.hollandhart.com/viSelfApply/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=937d60a1-6b11-44fc-a680-6deee7e5d210
Additional Documents: Cover Letter, Unofficial Transcript

Requested Document Notes: submit your resume, cover letter and law school transcript.

ID: 18566
Entry Level Bankruptcy Associate
Cole Schotz PC

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Description:**

COLE SCHOTZ P.C.

ENTRY LEVEL BANKRUPTCY ASSOCIATE FALL 2019- NEW JERSEY, NEW YORK OR DELAWARE OFFICES:

Prominent mid-Atlantic law firm with multiple regional office locations seeks an entry level Associate (Bankruptcy Clerk 2018-2019 Term or 3L Class of 2019) to join our Bankruptcy Department for the Fall of 2019. We seek a motivated individual devoted to meeting the highest standards of excellence and serving clients, and who wants to be part of an established and dynamic Firm. Interest in litigation is a plus. Bar admission in one or more states in which the Firm has an office and where the candidate desires to be resident is required. Strong academic credentials and excellent oral and written communication skills are required. We offer a competitive starting salary and a comprehensive benefits program. Please e-mail resume for consideration to:

Gayle P. Englert
Chief Human Resources Officer
Cole Schotz P.C.
Court Plaza North
25 Main Street, P.O. Box 800
Hackensack, NJ 07602-0800
genglert@coleschotz.com

Please visit us at our website. www.coleschotz.com

NEW JERSEY/ NEW YORK/ DELAWARE/ MARYLAND/ TEXAS/ FLORIDA

CDO# 18479
<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 0-2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 7, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>February 10, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Gayle P. Englert</td>
</tr>
<tr>
<td></td>
<td>Main Street, P.O. Box 800 Hackensack, NJ Hackensack, New Jersey 07602-08005 United States</td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>E-mail, Accumulate Online</td>
</tr>
<tr>
<td>Default email for resumes:</td>
<td><a href="mailto:genglert@coleschotz.com">genglert@coleschotz.com</a></td>
</tr>
<tr>
<td>ID:</td>
<td>18479</td>
</tr>
</tbody>
</table>
**Associate Attorney**  
Baker Law Group, LLC (Englewood, CO)

**Position Type:** Permanent/Full-Time, Permanent/Part-Time  
**Practice Area(s):** Corporate/Transactional, Real Estate

**Description:**  
Expanding law firm near Denver Tech Center seeks part-time or full-time associate attorney for immediate hire. Ideal candidate has 2-3 years of experience, a background in real estate, corporate governance, and/or corporate real estate transactions, and the ability to oversee and execute projects with minimal supervision. Must have a current Colorado Bar license.

Baker Law Group specializes in probate and estate planning, but our corporate caseload has been growing quickly. Associate attorney would primarily deal with corporate matters but would also handle landlord/tenant and real estate cases for individual clients. For consideration, please provide cover letter, resume, writing sample, transcript, and references.

CDO#  
18510

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years  
**Posting Date:** January 7, 2019  
**Expiration Date:** February 7, 2019  
**Contact:** Chris Adams  
Law Clerk / Paralegal

**Resume Receipt:** Other (see below)  
**How to Apply:** Please submit required materials to emily@jbakerlawgroup.com

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** References to be included.

**ID:** 18510
### Staff Coordinator Education Program
National Conference of State Legislatures (Denver, CO)

**Position Type:** Permanent/Full-Time

**Practice Area(s):** *** UNDECIDED ***

**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**

**JOB TITLE:** Staff Coordinator

**PROGRAM:** Education

**LOCATION:** Denver, CO

**SALARY:** $3,634+/month depending on experience

**ABOUT NCSL:**

The National Conference of State Legislatures is a bipartisan organization that serves the legislators and legislative staff of the nation’s 50 states, its commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. Our mission is to serve state legislatures and other intergovernmental groups by providing support, promoting fresh ideas, connecting legislators and staff with experts and each other, and provide a strong, cohesive voice in the federal system. Since its founding in 1975, NCSL's staff has grown from 15 employees to over 150 employees in its offices in Denver, CO and Washington, D.C.

**GENERAL DESCRIPTION:**

The National Conference of State Legislatures is seeking a qualified individual to (1) provide planning and logistical support for meetings and other events and (2) provide general administrative/project coordination support for its Education program. Primary duties will include:

- Contacting state legislators and legislative staff by phone and email;
- Managing details related to meeting venues, lodging, catering and transportation for
6-12 meetings/year, in concert with NCSL's meeting department and Education Program staff;
Processing detailed expense reports and managing meeting budgets;
Providing on-site logistical support for meetings (may require travel and/or overnight stays 6-12 times per year);
Supporting the clerical and administrative needs of the Education Program staff.

This position requires a detail-oriented person with excellent interpersonal, organizational and problem-solving skills, and the ability to work in a fast-paced, professional environment, supporting the work of multiple team members. The ability to write clearly, concisely and professionally is required. This position is grant-funded and is subject to reduction in percentage of time covered or elimination if grant funding becomes unavailable.

RESPONSIBILITIES AND DUTIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will perform some or all the following duties:

Provide logistical support for meetings and other events, in collaboration with NCSL’s Meetings Department and the Education Program staff.
Organize and perform outreach activities to legislators and legislative staff.
Organize and maintain detailed records related to meeting planning and participant outreach.
Track meeting-related expenses in an Excel spreadsheet.
Write outreach letters and emails to recruit participants for meetings.
In collaboration with NCSL’s Meetings Department, coordinate hotel and meal logistics.
Coordinate on-site logistics for 6-12 meetings annually (requires out-of-state travel and overnight stays).
Process meeting invoices and expenses.
Provide administrative support, such as collecting timesheets and monthly reports, preparing documents for publication and other clerical tasks.
Tabulate and summarize survey results.
Assist with posting web content.
Assist with legislative tracking and maintaining legislative databases.
Perform other duties as assigned.
WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, copy machines, scanners and smartphones.

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.

This is largely a sedentary position that requires the ability to speak, hear, see, lift small objects up to 50 lbs., open filing cabinets and bend, stoop, or stand on a stool as necessary. Requires the ability to travel locally, regionally and nationally, including overnight and weekends.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS:

Experience and Education

High school diploma (or its equivalent) plus seven (7) years of progressively complex secretarial/administrative experience or a bachelor’s degree plus three (3) years of secretarial /administrative/project coordination experience.
Knowledge, Skills and Abilities

Skill and competence in handling administrative, technical or professional details. The ability to communicate effectively in writing or orally and to deal discreetly and maturely with sensitive information. Competence using Microsoft Word, Excel, Outlook and other computer applications. Ability to operate printers/copiers, multiline phones and other office equipment. Excellent phone etiquette and customer service skills. Ability to work efficiently and cooperatively in a fast-paced environment. Excellent organizational skills and the ability to manage multiple tasks at once. The ability to travel out of state by airplane and be away from home for overnight stays, sometimes including weekends.

BENEFITS:

NCSL offers an outstanding benefits package including low cost health, dental and vision coverage, a 401(a)-retirement plan with 10% contribution after 6 months and full vesting, life & disability insurance, 3-weeks paid vacation with 5+ years of paid full-time work experience, paid leave, 35-hour work weeks, telework, pet insurance, discounted bus / train passes, in-office dry cleaning pick up, access to 24-hour fitness memberships, and more!

TO APPLY:

Interested candidates should send a cover letter and resume highlighting skills and qualifications to: https://ncsl.applicantpro.com/jobs/ no later than Friday, January 18, 2019.

NCSL IS AN EQUAL OPPORTUNITY EMPLOYER.

CDO#
18503
**Desired Class Level:** 1L, 1LE/1LPT, 2L, 2LE/2LPT, 3L, 3LE/3LPT, 4L, 4LE/4LPT, JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years, Post JD/Non JD Student (LLM, Masters), Post JD/Non JD Alumni (LLM, Masters), Visiting Student

<table>
<thead>
<tr>
<th><strong>Posting Date:</strong></th>
<th>January 7, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>January 18, 2019</td>
</tr>
</tbody>
</table>

**Contact:** Michelle Kelton  
HR Assistant  
7700 East First Place Denver, Colorado 80230 United States  
http://www.ncsl.org

**Resume Receipt:** E-mail, Other (see below)

**Default email for resumes:** michelle.kelton@ncsl.org

**How to Apply:** https://ncsl.applicantpro.com/jobs/

**Additional Documents:** Cover Letter

**ID:** 18503
**Private Investment Funds Sr Corporate A20181206 - Denver, CO**

**Position Type:** Permanent/Full-Time

**Practice Area(s):** Public Finance

**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**
Private Investment Funds Associate Attorney Senior Corporate A20181206 Denver, CO

The Denver office of Perkins Coie is seeking an experienced private investment funds associate to join its corporate practice. Experience in the structuring, formation and management of onshore and offshore private equity funds, venture capital funds, real estate funds and/or hedge funds and their general partner and management companies is preferred. In addition, experience in investment adviser issues, representing institutional investors in their investments into private investment funds and various other corporate and partnership matters would also be ideal. Candidates should have solid academic credentials and at least 6 years of experience. To be considered, please access the link below to provide your cover letter, resume, law school transcript and list of representative transactions.

APPLY


CDO# 18491

**Desired Class Level:** JD Alumni 3-5 years

**Posting Date:** January 4, 2019

**Expiration Date:** April 4, 2019

**Salary Range:** 100,000+

**Contact:** Laurie Guthals
Director of Administration
1900 Sixteenth Street Suite 1400 Denver, Colorado 80202 United States
http://www.perkinscoie.com
<table>
<thead>
<tr>
<th><strong>Resume Receipt:</strong></th>
<th>Other (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Documents:</strong></td>
<td>Cover Letter, Unofficial Transcript, Writing Sample</td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18491</td>
</tr>
</tbody>
</table>
Field Counsel
Liberty Mutual (Greenwood Village, CO)

Position Type: Permanent/Full-Time

Practice Area(s): Civil Litigation, Personal Injury, Personal Injury/Defense, Workers Compensation, Workers Compensation/Defense

Description:

Liberty Mutual Insurance has an exciting opportunity for an attorney. As a Field Counsel you will represent the company and its policyholders in civil litigation and workers' compensation matters involving claims for money damages or compensation for personal injury or property damage of a moderate value with moderately complex legal issues.

Responsibilities:

- Use Litigation Protocols to develop and revise appropriate legal strategy for discovery, investigation, handling and trial/hearing of cases or matters
- Conduct necessary and appropriate discovery, hearings, trials, depositions, oral arguments, mediations, arbitrations and similar proceedings.
- Research the law applicable to cases or matters; drafts legal documents, pleadings, motions, briefs and opinions as required. If requested, conduct settlement negotiations.
- Advise, communicate and confer with Claims Representatives and Insured Clients, rendering clear, unambiguous legal opinions and advice. Personally meet with, and maintain good relations and communications with Claims Representatives and Insured Clients as required.
- Remain current with developments in the law; understand medical, scientific, construction, products, engineering or similar issues and defenses involved with cases or matters.
- Prepare and conduct training sessions for Legal, Claims or other departments as required.
- Provide daily direction and guidance to junior attorneys.
• Understand and creatively use technology; apply technology to the process of law to improve quality and reduce cost.
• Act as a team or group leader for an assigned group within the office.
• Interface with Home Office Legal department.

Qualifications:
• Completion of law school with LLB or JD and admission to the bar.
• Special license to practice before a particular board or federal court may be necessary.
• A minimum of 1 successful year experience as an attorney.
• A general knowledge of insurance law and specific understanding of the operations and requirements of insured clients, customers and the company.
• The ability to effectively communicate and persuade by written or spoken word is critical.
• Experience and ability appropriate to the level of cases or matters handled.
• Must be licensed in the state of Colorado

Benefits:

We value your hard work, integrity and commitment to positive change. In return for your service, it’s our privilege to offer you benefits and rewards that support your life and well-being. To learn more about our benefit offerings please visit: https://LMI.co/Benefits

Benefit highlights: 20 FTO, 12 holidays

4% bonus – Attorney Incentive Plan

Overview:
At Liberty Mutual, we give motivated, accomplished professionals the opportunity to help us redefine what insurance means; to work for a global leader with a deep sense of humanity and a focus on improving and protecting everyday lives. We create an inspired, collaborative environment, where people can take ownership of their work; push breakthrough ideas; and feel confident that their contributions will be valued and their growth championed.

We’re dedicated to doing the right thing for our employees, because we know that their fulfillment and success leads us to great places. Life. Happiness. Innovation. Impact. Advancement. Whatever their pursuit, talented people find their path at Liberty Mutual.

Law offices of Suzan Skrabo & Atkins
5670 Greenwood Plaza Blvd Suite 400
Greenwood Village, CO

CDO#
18521

**Desired Class Level:** JD Alumni 0-2 years

**Posting Date:** January 8, 2019

**Expiration Date:** February 8, 2019

**Contact:** Karen Tuozzo
Senior Recruiter - Legal

**Resume Receipt:** Other (see below)

**How to Apply:** karen.tuozzo@libertymutual.com

**ID:** 18521
Clinical Teaching Fellowship / Health Justice Alliance
Georgetown University Law Center (Washington, DC)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Practice Area(s): Health Care, Poverty Law

Description:

Health Justice Alliance Law Clinic

2-Year Clinical Teaching Fellowship, 2019-21

Clinic Description

The Health Justice Alliance Law Clinic is part of a new medical-legal partnership between Georgetown Law Center and Georgetown University Medical Center. Launched in August 2017, the Law Clinic integrates law students directly into Georgetown community-based health clinics serving children and families living in poverty in Washington, D.C. Law students provide civil legal services to address barriers that affect patient health and well-being in collaboration with medical students, physicians, and other healthcare providers.

Patients at these clinics face multi-generational, complex, civil legal needs, many of which negatively impact their health and well-being. Among the needs currently being served are those related to education, housing, family law, and public benefits, including access to health insurance. By partnering directly with healthcare providers, who help identify when patients have unmet legal needs, the Law Clinic is implementing an upstream legal services approach that fills an important access to justice gap in D.C. and works to treat legal issues before they escalate into more serious legal crises. By meeting patients’ medical and legal needs in places where they already have trusted relationships, the HJA Law Clinic offers a unique and especially effective method for reducing the barriers to justice that often confront people living in poverty.

Description of the Fellowship
The Health Justice Alliance Law Clinic is hiring an individual to serve as a clinical teaching fellow and supervising attorney for two years. The fellowship starts in the summer of 2019 and ends in the summer of 2020. The two-year fellowship is designed for a lawyer interested in developing teaching and supervisory abilities in a setting that emphasizes a dual commitment—clinical education of law students and poverty lawyering in the context of a medical-legal partnership and in the areas of civil legal aid identified above. The fellow will supervise law students providing civil legal services to families living in poverty and serve as a mentor and role model to law students in the clinic, which has a track record of attracting students from historically underrepresented backgrounds. The fellow will join the clinical teaching team, which consists of a senior teaching fellow and clinic director. The teaching team is highly collaborative and uses a team-based approach to pedagogy planning and problem solving. Successful completion of the fellowship results in the award of an L.L.M. in Advocacy from Georgetown University.

Fellows have several areas of responsibility, with an increasing role in the clinic and student supervision as the fellowship progresses. Over the course of the two years, the fellow will:

- Directly represent clients that are referred by our health care partners;
- Supervise students in casework and clinic projects;
- Share responsibility for designing and teaching seminar sessions;
- Assist with administrative and case handling responsibilities of the clinic;
- Participate in a clinical pedagogy seminar and other activities for the L.L.M., which is designed to support an interest in clinical teaching and legal education;
- Collaborate with law and medical students and faculty on research, policy, education, advocacy, and/or other projects designed to increase access to justice and health for underserved D.C. residents.

Teaching fellows receive an annual stipend of approximately $57,000 in the first year.
and $60,000 in the second year, health and dental benefits, and all tuition and fees in the LL.M. program. As full-time students, teaching fellows may qualify for deferment of their student loans and/or may be eligible for loan repayment assistance from their law schools.

Qualifications

The Health Justice Alliance seeks a prospective fellow with:

· Experience providing civil legal services to low-income clients (special education law and/or public benefits are areas of particular need);

· Minimum of 3 years of post-J.D. legal experience;

· Membership in the District of Columbia Bar (if not a member of the D.C. Bar must apply for admission by waiver upon accepting the fellowship offer);

· Demonstrated commitment to social justice and an interest in clinical teaching; and

· Prior medical, health-related, or mental health-related experience a plus.

Application Instructions:

Please submit a letter of interest, résumé/CV, complete law school transcript, a list of at least three references, and a writing sample (max. 10 pages) to HealthJusticeAlliance@georgetown.edu by Friday, February 8, 2019. If you have any questions please contact Yael Cannon, Director of the Health Justice Alliance Law Clinic, at yc708@georgetown.edu.

Note: Georgetown Law Center is an Affirmative Action/Equal Opportunity employer and undertakes special efforts to employ a diverse workforce.

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 3-5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 7, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>February 8, 2019</td>
</tr>
</tbody>
</table>
Contact: Yael Cannon
Director of the Health Justice Alliance Law Clinic
600 New Jersey Avenue, N.W. Washington, District of Columbia 20001 United States

Resume Receipt: Other (see below)

How to Apply: Please submit a letter of interest, résumé/CV, complete law school transcript, a list of at least three references, and a writing sample (max. 10 pages) to HealthJusticeAlliance@georgetown.edu by Friday, February 8, 2019. If you have any questions please contact Yael Cannon, Director of the Health Justice Alliance Law Clinic, at yc708@georgetown.edu.

Requested Document Notes: Please submit a letter of interest, résumé/CV, complete law school transcript, a list of at least three references, and a writing sample (max. 10 pages) to HealthJusticeAlliance@georgetown.edu by Friday, February 8, 2019. If you have any questions please contact Yael Cannon, Director of the Health Justice Alliance Law Clinic, at yc708@georgetown.edu.

ID: 18509
New Jersey Medical Malpractice Associate Attorney
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Malpractice

**Description:**
Wilson Elser's Florham Park office is expanding and seeks a Medical Malpractice Associate Attorney.

This is an excellent opportunity for medical malpractice attorneys to continue to develop in their careers by joining a team within a large, national firm.

The Firm
Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

The Position

**Qualifications**
- JD from an accredited law school
- Must be admitted to practice in New Jersey and New York
- 2 - 5 years defense litigation experience
- Experience with medical malpractice defense, or a combination of general liability and some medical malpractice
- Deposition experience is strongly preferred
- Excellent written and oral communication skills
- Legal project management experience is helpful

**Responsibilities**
- Independently manage a caseload involving medical malpractice claims
- Work closely with other attorneys, team members, and Partners on legal projects
- Regularly handle court appearances and depositions
- Communicate with clients and provide status reports

**Why Should You Apply**
- Excellent Benefits
- Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans

Interested?
Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or sending your credentials to AttorneyRecruiting@wilsonelser.com and putting "New Jersey Medical Malpractice Associate Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer; Minorities and Women are encouraged to apply.

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 0-2 years, JD Alumni 3-5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 16, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>February 16, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Attorney Recruiting</td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>Other (see below)</td>
</tr>
<tr>
<td>How to Apply:</td>
<td>Interested? Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or sending your credentials to <a href="mailto:AttorneyRecruiting@wilsonelser.com">AttorneyRecruiting@wilsonelser.com</a> and putting &quot;New Jersey Medical Malpractice Associate Attorney&quot; in the subject line.</td>
</tr>
<tr>
<td>ID:</td>
<td>18587</td>
</tr>
</tbody>
</table>
Colorado District Attorneys' Council (DA) Fellowship Program
Colorado District Attorneys' Council (Denver, CO)

Position Type: Permanent/Full-Time, Non-Profit Fellowship

Practice Area(s): Criminal Prosecution

Description:
Six graduating law students will have the opportunity to work as Deputy District Attorneys practicing in rural jurisdictions for one year at full starting salary for that district. This program is a unique cooperative project funded by the Colorado General Assembly through the Colorado Department of Higher Education with significant financial and in kind contributions of CU Law, DU law and CDAC pursuant to Senate Bill 14-174.

THE CDO RECOMMENDS THAT YOU MEET WITH US TO DISCUSS THE PROGRAM AND REVIEW YOUR APPLICATION MATERIALS BEFORE APPLYING.

Have you been looking for a chance to help a community? Have you been hoping for a chance to hone your trial skills before settling in behind a desk? Are you willing to get that chance while enjoying the more interesting and unique rural communities of Colorado for a year? If so, the Colorado District Attorneys' Council Fellowship Program may be for you.

Through this fellowship program, the Colorado Department of Higher Education and the Colorado District Attorneys Council (“CDAC”) in cooperation with the state’s two outstanding law schools will place up to 6 (total) recent graduates (“the “Fellows”) of the University of Colorado Law School (“CU Law”) and the University of Denver Sturm College of Law (“DU Law”) in positions as full time prosecutors in rural judicial districts within the state of Colorado.* In the unlikely event that there is insufficient interest from the rural districts, other offices will be considered as placement options.

As part of the program, any applicant who accepts a fellowship under this program shall be assigned to serve as a Deputy District Attorney under the direct supervision of one of the Elected District Attorneys around the state for a period of one year. The continued success of this unique program is expressly contingent upon a Fellow fulfilling the terms of the fellowship and fully dedicating himself or herself to the designated community of placement for the entire one year period.

Fellows will work for one year, beginning in August of 2019. Prior to heading to their
assigned jurisdictions, Fellows will receive a full week prosecution, Trial Practice Course jointly provided by CDAC, DU Law and CU Law as part of their placement training.

Each Fellow will receive a salary and benefit package commensurate with the starting employment package for their district. All placement locations will be decided solely by the Prosecution Fellowship Committee. This Committee shall be comprised of the Dean of each law school, the Executive Director of CDAC and four of the state’s elected District Attorneys or the designees of any of these individuals.

Fellows must be hard-working and motivated individuals with both a passion for prosecution and a genuine interest in providing an essential public service to Colorado’s rural communities as a prosecutor. Training for the program will take place on August 19-23, 2019 in the Denver Metro area, and Fellows will be paid at their full wage during the training period. Fellows will begin working in their assigned judicial districts on August 26, 2019, unless otherwise arranged between CDAC and the host office. Fellows will be employed at the full wage from this date and will work in the assigned office as a law clerk until bar exam results are received. Upon admission to the bar, the Fellow will be sworn in as a Deputy District Attorney and begin serving as a full time prosecutor.

In the event that the Fellow fails to be admitted to practice law in Colorado by the date of the Fall Bar Admission Ceremony, the Fellowship shall terminate no later than thirty (30) days following the release of bar results and an alternate applicant may be offered the Fellowship if feasible.

CDO# 18493

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>3L, 4LE/4LPT, JD Alumni 0-2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 4, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>February 1, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Ms. Kelly Baus</td>
</tr>
<tr>
<td></td>
<td>1580 Logan Street Suite 420 Denver, Colorado 80203-1941 United States</td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>Other (see below)</td>
</tr>
</tbody>
</table>
How to Apply: Application packets are due no later than Friday, February 1, 2019, COB. They must be 100% complete and emailed to CDAC at Kelly@cdac.state.co.us. Hard copy, incomplete, or partial and/or late applications will be considered with prejudice. Application packets must be sent in as one (1) PDF document and the PDF file name must be titled: Last Name_First Name_Prosecution 2019. Please put 2019 Prosecution Fellowship as the email subject line. All applicants will automatically be eligible for all six placements. Eligibility: These positions are only open to persons who received or will receive their J.D. from either the University of Colorado Law School or the University of Denver Sturm College of Law between 9/1/18 and 8/30/19. Packets must include, in this order:
- One-page cover letter addressing why you should be chosen, your interest in prosecution and your willingness to commit to working in rural Colorado for one year.
- CV/Resume.
- Completed application form and preferred placement form.
- Unofficial Law School Transcript.

Additional Documents: Cover Letter, Unofficial Transcript, Other Documents

Requested Document Notes: See How to Apply Section.

Application form is within the attached PDF.

ID: 18493
Public and Government Affairs Director
Jefferson County Government (Golden, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** JD Advantage & Emerging Careers

**Description:**

**Purpose**
Are you seeking more than a paycheck? Do you want to serve your community in a way that's friendly, composed, and professional?

At Jeffco, we are looking for customer-focused individuals just like you who take pride in their work, have an eye for detail, and believe in a positive attitude. Whether you are coming from a job where travel is mandatory, or leaving a company with an overwhelming schedule, you can find a better quality of life working with the Jeffco community. We offer exciting benefits such as flex time, generous holiday schedules, and regular business hours so you can stay put, spend more time with family, and enjoy all the amenities Jefferson County has to offer!

The Jefferson County Clerk and Recorder's office is one of the most public-facing offices in all of Colorado's government, affecting almost every person in our 600,000-person county. The office oversees elections in one of the top swing counties in the country; runs the county's DMV functions, directly interfacing with hundreds of thousands of people every year; and carries out many other important administrative tasks, including issuing marriage licenses and recording public documents.

Jefferson County is one of the largest counties in Colorado and is located just west of Denver in the foothills of the Rocky Mountains. The County building is located in Golden, home to the Coors Brewing Company, the National Renewable Energy Laboratory, and the Colorado School of Mines. It is a 20-minute drive or 35-minute train ride from downtown Denver.

**About Clerk and Recorder George Stern**
George Stern was recently elected to serve a four-year term as the Jefferson County Clerk and Recorder. He comes to the Clerk and Recorder's office with extensive professional experience in both the public and private sectors. George was a public high school teacher and baseball coach in Colorado before heading to Harvard Law School, where he studied voting rights and policy implementation. He worked in the Obama White House on health care, veterans issues, and government ethics, and for Governor Hickenlooper on everything from marijuana regulation to marriage equality and government accountability. After
graduating law school magna cum laude, George moved back to Colorado and worked as a business consultant with McKinsey, helping Fortune 500 companies and various governments improve their strategies and operations.

George is excited to use his experience from both the public and the private sectors – as a former teacher, attorney, and business consultant – to create a 21st-century Clerk and Recorder's office that delivers the best customer service in Colorado. By empowering staff, engaging constituents, leveraging technology, and fostering a culture of constant improvement, George intends to create an innovative and modern office that will serve as a nationwide model for efficient, effective, and compassionate government service.

Essential Duties
The Public and Government Affairs Director is appointed by and works directly with the Clerk, and is responsible for developing and managing all internal and external communications and government affairs strategy for the Clerk & Recorder's office. The Director oversees citizen communications and marketing, media relations, government affairs, employee communications, change management, the citizen feedback process, and special events. He or she also works with each division to develop and manage the office's communications strategy and government priorities, track progress with benchmarks and data, reevaluate goals based on measured success and changing internal and external circumstances, and develop division budget based on needs.

The ideal candidate will be a values-driven professional with a desire to be a part of a team that is setting the bar for great public service. He or she must be an excellent oral and written communicator with diverse public affairs and government experience. The candidate must be able to work independently, as well as collaborate effectively with internal colleagues to develop strategies that meet their goals. He or she must also have the proven ability to move between diverse tasks with ease and must be a natural innovator.

Specific duties may include:

- Develop and manage all informational and marketing materials for every division. Create and manage website content, videos, and all social media. Coordinate with community groups to share information and schedule speaking appearances.
- Develop relationships with reporters, write press releases, propose stories, schedule TV appearances, draft and publish OpEds and blog posts. Serve as spokesperson for the Clerk and Recorder's Office. Lead crisis communications strategy. Compose talking points, speeches, and communications for the Clerk and Recorder and Chief Deputy Clerk & Recorder and assist with interview and media preparation.
- Develop legislative priorities and strategy; prepare draft bills; write testimony talking points, testifying when necessary. Maintain strong relationships with the Secretary of State's office
and Department of Revenue, establishing joint priorities. Work closely with the Clerk's
association. Identify critical relationships throughout Jefferson County and Colorado
government and pursue strategic partnerships.
Manage all internal communications, including intranet and regular employee newsletter.
Serve as strategic advisor and chief communicator for all office change management efforts.
Develop, monitor, and manage citizen feedback process. Work with each division to adjust
service and strategies based on citizen comments.
Plan and participate in public events, including festivals, meetings, parades, etc. Create and
coordinate program partnerships with schools, community centers, senior centers, etc.
Develop communications strategy in coordination with all divisions, track progress,
reevaluate goals based on results. Develop and administer communications budget.

Qualifications

Bachelor's Degree or equivalent combination of education and experience.
Five (5) or more years of relevant public or private sector professional experience, including
proven success with marketing, public relations, employee communications, event planning,
change management, and crisis communications.
Strong familiarity with government, including the legislative process, interactions between
different levels of government and different agencies, and methods for navigating
bureaucracy.
Excellent written and oral communicator.
Experience communicating with press, both on and off the recorder.
Strong familiarity with current and emerging social media sites and tools.
Experience capturing pictures and videos, editing them, and employing them.
Experience with Microsoft Office Suite (Word, Excel, PowerPoint) required; graphics
programs, HTML, web design software, and Adobe Creative Suite desired.
Ability to thrive in a high-pressure, high-scrutiny, public-facing office.

Offer of employment contingent upon criminal history and motor vehicle record
check. Requires a valid driver's license; if you are from out of state, you must obtain a valid
Colorado driver's license within 30 days of hire date, and you must not have any major
violations, nor more than one DUI, DWI, or DWAI conviction in the past three years. Must
be registered to vote in Colorado at date of hire.

We will ask the top candidates for contact information (email and phone) for five (5)
references to help make a hiring decision.
Additional Information
Please provide a resume and cover letter with your application.
Benefits and Salary: Salary will range from $85,000 - $95,000, depending on experience, with opportunity for performance-based bonuses. Additionally, the County offers comprehensive benefits and generous time off that are competitive with the private sector.

Commitment to Diversity: We will consider all qualified applicants without regard to race, color, sex, sexual orientation, gender identity, religion, marital status, age, disability, political affiliation, and national origin.

CDO# 18596

**Desired Class Level:** JD Alumni 3-5 years, JD Alumni 6+ years

**Posting Date:** January 16, 2019

**Expiration Date:** January 23, 2019

**Contact:** Jennifer Rhoads
Chief Deputy District Attorney
800 Jefferson County Parkway Golden, Colorado 80419 United States

**Resume Receipt:** Other (see below)


**Additional Documents:** Other Documents

**ID:** 18596
BILINGUAL STAFF ATTORNEY POSITION Granger, WA
Northwest Immigrant Rights Project (Multiple Locations, WA)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Description:

BILINGUAL STAFF ATTORNEY POSITION
Granger, WA

https://nwirp.org/jobs

SUMMARY

The Northwest Immigrant Rights Project (NWIRP) seeks a Spanish speaking bilingual staff attorney, or law graduate, taking the July 2019 bar examination, to provide direct representation, community outreach and education to individuals seeking legal assistance in a variety of immigration matters.

This position is based in NWIRP’s Granger Office, which is located in Granger, WA, a city of over 3,000 people located in a rural area 25 miles southeast of Yakima. From this location, the office serves clients from across Central and Eastern Washington. The office has a staff of ten and serves a client base consisting largely of farmworkers and their families.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will focus on providing representation and legal assistance on a wide range of immigration cases including matters involving removal proceedings, Special Immigrant Juvenile Status (SIJS) petitions and applicable state court custody matters, asylum applications, protections for survivors of domestic violence and other crimes (including U visas), and citizenship applications. The staff attorney may also be assigned work relating to other immigration matters.

REPORTS TO

Granger Directing Attorney.

RESPONSIBILITIES

• Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
• Provide direct representation to persons in removal proceedings, and state custody proceedings;

• Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;

• Provide direct representation and other forms of legal assistance to individuals in a wide range of immigration matters;

• Perform administrative tasks related to grant reporting and other requirements;

• Participate in NWIRP’s outreach, community education and development efforts;

• Perform other tasks as required and directed by supervisory staff.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

• Law degree, or commitment to taking the July 2019 bar examination;

• Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the next bar examination);

• Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP’s mission, vision and values;

• Excellent written and oral communication skills;

• Commitment to working in a diverse working environment;

• Fluent in English and Spanish;

• Strong organizational skills and ability to work independently;

• Proficiency in use of web-based software, MS Word and MS Excel; and

• The applicant must have a valid driver’s license and access to a vehicle as the position involves some travel.

Salary is dependent on experience. Beginning yearly salary for someone admitted to practice is $58,232 in 2018 and $62,017 in 2019. NWIRP offers a generous benefits package, including 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; disability/life/AD&D coverage, paid vacation and health-
related leave; position-related travel reimbursement; bar dues; extensive training. This is a full-time position covered by a collective bargaining agreement.

TO APPLY

Send cover letter, resume and references to: grangerattorneyposition@nwirp.org with the subject “Staff Attorney Application - NAME”. Applications will be accepted on a rolling basis until position is filled.

COMMITMENT TO DIVERSITY

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity.

We believe having a Board, Staff and Volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.

Desired Class Level: 3L, 4LE/4LPT, JD Alumni 0-2 years

Posting Date: January 10, 2019

Expiration Date: February 15, 2019

Contact: Human Resources
615 2nd Avenue Seattle, Washington 98104 United States

Resume Receipt: Other (see below)

How to Apply: Send cover letter, resume and references to: grangerattorneyposition@nwirp.org with the subject “Staff Attorney Application - NAME”. Applications will be accepted on a rolling basis until position is filled.

Additional Documents: Cover Letter, Other Documents

ID: 18535
Law Clerk
Colorado 19th Judicial District Court (Greeley, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Judicial Clerkship

**Description:**

Opportunity Information

Job Title: Law Clerk
Job Code: R45010
Location: Greeley
District: 19 Trial Courts
Department: Combined Court
Monthly Salary Range: $4,132.00 - $5,539.00
Posted Date: 12/24/2018
Closing Date: 01/14/2019
Position#: 62019
FTE: 1.0

* An eligibility list may be created from this job announcement

Contact Information

Name: Amanda Manbeck
Title: Administrative Office Manager
Phone: 970-475-2501
Email: amanda.manbeck@judicial.state.co.us

**Brief Description**

Judicial Branch Overview

The Colorado Judicial Branch is a premier state government agency focusing on state trial courts and offender probation. Across the many varied career paths within the organization we universally recruit ambitious individuals to become valued public servants and future leaders. We are seeking applicants who want to contribute in making the Judicial Branch the "employer of choice" in Colorado. In addition, our desire is to hire professionals who consistently demonstrate integrity, embrace change, and contribute to the bottom line success of their smaller work team and the larger goals of the organization.
In return, you will gain valuable experience with a progressive organization known as one of the top judicial systems in the nation. The Judicial Branch allows employees to work with creativity in a unique culture defined by ethics, where execution, excellence and high performance are rewarded. Career opportunities abound within the organization as the average Judicial employee has tenure of 10+ years of service.

In a recent statewide employee survey an overwhelming majority of our employees ranked “sufficient work/life balance” as the #1 benefit of their job. Additionally, Judicial Branch employees take great pride in serving an organization that provides high-quality services to Colorado residents. Providing a positive work environment and culture with a competitive total rewards compensation package, the Colorado Judicial Branch is the solid career opportunity for which you have been seeking!

General Statement of Duties

Provides assistance and research to a district court judge in the Colorado Judicial Department.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience
A bachelor's degree from an accredited college or university and successful completion of two years at an accredited law school.

Additional Comments

There is an immediate opening for a law clerk in the 19th Judicial District. Responsibilities of this position include legal research, writing and other duties related to serving as a law clerk for judicial officers who preside over civil, domestic relations, petitions to seal, probate, and municipal and county court appeals. Work is supervised by District Court Judge Marcelo A. Kopcow and is reviewed through conference and written reports. It is preferred that applicants possess a J.D. Preference is given to applicants with experience in civil and probate law. Applications must be filed electronically through http://www.courts.state.co.us/Careers/Index.cfm.

CDO# 18518

**Desired Class Level:** JD Alumni 0-2 years

**Posting Date:** January 8, 2019

**Expiration Date:** January 14, 2019

**Contact:** Amanda Manbeck
Administrative Specialist
Denver, Colorado United States

**Resume Receipt:** Other (see below)

**How to Apply:** https://www.its.courts.state.co.us/mosaic/careerApplyNow?positionNumber=5913

**Additional Documents:** Other Documents

**ID:** 18518
## Associate Attorney
Campbell, Latiolais & Averbach, PC (Denver, CO)

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Permanent/Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Area(s):</td>
<td>Insurance Defense</td>
</tr>
</tbody>
</table>

**Description:**
Insurance defense firm located in Greenwood Village is looking for an associate attorney with 3-5 years of experience. This position requires a current license to practice in Colorado. The firm handles a variety of cases that include real estate, commercial claims, personal injury, insurance bad faith, and others. This position includes trial practice, appellate writing, legal research, hearings, depositions at state and federal level, and client communication as overseen by a partner. Firm offers competitive salary, benefits after probationary period, paid parking and other perks. Please submit your cover letter, resume, references and writing sample to mkuenzler@cla-law.net.

CDO# 18527

**Desired Class Level:** JD Alumni 3-5 years

**Posting Date:** January 8, 2019

**Expiration Date:** February 8, 2019

**Contact:**
Michelle Kuenzler  
Paralegal / Office Administrator  
825 Logan Street Denver, Colorado 80203 United States

**Resume Receipt:** Other (see below)

**How to Apply:** mkuenzler@cla-law.net

**Additional Documents:** Cover Letter, Writing Sample

**Requested Document Notes:** References to be included.

**ID:** 18527
Moore & Van Allen is seeking an Employee Benefits/Executive Compensation Associate with two to four years of transferable experience with federal tax and ERISA issues in benefits and compensation matters. The firm will also consider current tax associates with experience in a transactional practice. The ideal candidate will have experience in plan formation and administration and with advising clients with respect to employee benefits and executive compensation issues in M&A and finance matters. Excellent academic records and strong writing and communication abilities are essential. Equal Opportunity Employer.

CDO# 18541

Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years

Posting Date: January 10, 2019

Expiration Date: February 16, 2019

Contact: Mollie Clark
         New Associate Recruiting Manager
         100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

Default email for resumes: charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

ID: 18541
Family Law - Associate Attorney  
The Cossitt Law Firm (Fort Collins)

Position Type: Permanent/Full-Time

Practice Area(s): Family/Domestic Relations

Geographic Preference: Colorado-Fort Collins/Loveland

Description:

Family Law Associate Attorney

The Cossitt Law Firm is looking to add an attorney to our growing team! An attorney that can collaborate with all our team members while working independently. Someone that truly loves representing their clients in family law matters and understands that serving clients isn’t necessarily 8-5 Monday thru Friday. Whether you are a seasoned legal professional or you are a rookie that is advancing your career as a family law attorney, apply! We’re looking for the right complement to our team.

What will the Associate Attorney do?

- Provide outstanding customer service while representing clients in a variety of family law matters
- Proactively manage their client’s needs while delivering results on-time
- Be a lawyer – that means attend hearings and court, advise clients on family law litigation matters, lead trials, prepare and draft legal matters
- Collaboratively and respectfully work with the growing team

You’re an excellent fit for this role and The Cossitt Law Firm if you

- Have an active and untarnished license to practice law in Colorado
- At least two years’ experience practicing family law
- Value advocating for your client before, during and after the divorce process
- Perform very well in a fast-paced, high-stress and intense environment
- Ability to build a rapport with clients and other professionals in the legal community
- Have a sincere interest in connecting with the community and developing business
- Values on-going education and learning new strategies to help clients solve their legal concerns
- Genuinely are compassionate, kind, and empathetic while advocating vigorously for your clients

About The Cossitt Law Firm

The Cossitt Law Firm is about support, advocacy and planning for families built by a team of dedicated legal professionals in Fort Collins focusing on family law matters. We’re expanding and looking forward to adding another attorney to our team today. Benefits include beautiful office, 401(k), frequently catered lunches, flexible schedule and very generous time-off.

To Apply

If you are authentic about your love for practicing family law, you can connect with clients in a meaningful, respectful and efficient manner, then apply to join the team today! Make sure to submit a one-page cover letter outlining what motivates you as a family law attorney, your salary and bonus expectations with your resume to marketing@cossittfamilylaw.com.

CDO#
18473
Deputy City Clerk - Office of the Clerk and Recorder  
City and County of Denver (Denver, CO)

Position Type:  Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Practice Area(s):  JD Advantage & Emerging Careers

Description:

About Our Job

About the Office of the Clerk and Recorder

By making more than 11 million records available online and providing electronic recording, the Office of the Clerk and Recorder allows people to do business more efficiently 24 hours a day. The Office continues to prioritize innovation in every aspect of its services to deliver convenient, efficient services to the public.

For more information visit the Clerk and Recorder’s website at www.DenverClerkAndRecorder.org.

The Office of the Clerk and Recorder is currently seeking a Deputy City Clerk. As a member of the management team, you will perform a variety of specific administrative activities/projects, participate in the development of long range and short-term planning initiatives for the office, and serve as a liaison with other departmental officials, community groups, and/or other units.

In this role, you will be responsible for the oversight and management of an electronic Document Management System (eDMS) and/or Web Content Management System (WCMS) to include strategy, usability, tracking of documents on different media types, retrieval, storage, security, retention, preservation and final disposition. You will also act as the custodian of city contracts, initiate the codification of the revised municipal code, and maintain the comprehensive legislative history of city records.

The Office of the Clerk and Recorder serves as the depository for city records that have both information and historical value. The Deputy City Clerk is responsible for maintaining city
records including City Council proceedings and ordinances, city rules and regulations, contracts and official appointments.

Additionally, the Deputy City Clerk:

Is responsible for the oversight and management of an electronic Document Management System (eDMS) and/or Web Content Management System (WCMS), to include strategy, usability, tracking of documents on different media types, retrieval, storage, security, retention, preservation and final disposition.
Ensures full compliance with the Colorado Open Records Act (CORA) by establishing consistent processes and procedures and providing timely and accurate responses on behalf of the Clerk and Recorders Office.
Performs legislative analysis and monitoring for legislation that may impact the Clerk and Recorders Office.
Performs a variety of specific administrative activities/projects, participates in the development of long range and short-term planning initiatives for the functional area, and serves as a liaison with other departmental officials, community groups, and/or other units.
Acts as a technical expert in the functional area, provides consultative and technical guidance to managers and/or other officials/stakeholders, and handles sensitive and/or confidential issues, complaints, and/or inquires.
Participates in the formation of operating policies and procedures, provides advice and interpretative information pertaining to policies and procedures, evaluates proposed changes to policies and procedures including the merit and overall impact of changes to the functional area, and makes recommendations.
Conducts studies and/or research projects within the scope of the functional area, prepares comprehensive reports that reflect findings and conclusions, recommends cost effective and feasible solutions in areas that require attention or change, and implements approved recommendations.
Implements procedures for evaluating effectiveness of the functional area, ensures compliance with applicable laws, regulations, and policies, and assists in establishing processes and controls to ensure compliance.
Applies management analysis techniques to solving problems and facilitating modifications/conversions, and preparing recommendations to implement new policies, procedures, and/or process changes/improvements.

About You
Our ideal candidate will have:

Three years of experience in municipal operations working with electronic document management systems, developing information management policies and procedures, and/or interpreting legal or regulatory statutes.
Experience in the legal library sciences and/or research
Experience managing an electronic Document Management System (eDMS)
Experience and/or knowledge of the Colorado Open Records Act (CORA)
Certified Municipal Clerk (CMC) designation

We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:

Education requirement: Bachelor's Degree in a related field based on a specific position(s).
Experience Requirement: Three (3) years of technical or administrative experience performing research and evaluation OR three years of experience performing technical and administrative duties within the related functional area. (Some positions may require experience in a specific area.)
Education/Experience Equivalency: One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

About Everything Else

Job Profile

CA2307 Administrator I
To view the full job profile including position specifications, physical demands, and probationary period, click here.

Position Type

Unlimited

Pay Range

Pay Range $62,465.00 - $99,944.00
Agency
Clerk & Recorder's Office
CDO#
18595

**Desired Class Level:** JD Alumni 3-5 years

**Posting Date:** January 16, 2019

**Expiration Date:** February 16, 2019

**Contact:** Career Service Authority
Job Posting Contact
201 West Colfax, Department 412 Denver, Colorado 80202 United States

**Resume Receipt:** Other (see below)


**ID:** 18595
Marketing Manager
National Conference of State Legislatures (Denver, CO)

**Position Type:** Permanent/Full-Time

**Practice Area(s):** *** UNDECIDED ***

**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**

**JOB TITLE:** Marketing Manager

**PROGRAM:** Marketing

**LOCATION:** Denver, CO

**SALARY:** $6,528+/month depending on experience

**GENERAL DESCRIPTION:**

The Marketing Manager is responsible for developing content and communication strategies to promote NCSL programs and activities. Specifically, the work involves developing marketing campaigns for NCSL services to its members, events, sponsorships, webinars, and any other event-related materials necessary. The work is performed independently and conforms with marketing strategies developed by the organization. This role requires extensive creative and analytic abilities that are focused on producing measurable business results.

**ABOUT NCSL:**

The National Conference of State Legislatures is a bipartisan organization that serves the legislators and legislative staff of the nation's 50 states, its commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. Our mission is to serve state legislatures and other intergovernmental groups by providing support, promoting fresh ideas, connecting legislators and staff with experts and each other, and provide a strong, cohesive voice in the federal system. Since its founding in 1975, NCSL's staff has grown from 15 employees to over 150 employees in its offices in Denver, CO and Washington, D.C.
RESPONSIBILITIES AND DUTIES:

Promotes NCSL products and services across all platforms by researching, designing and coordinating all marketing materials to produce measurable results.
Develops marketing materials for NCSL services and programs and assists with on-site promotional events.
Develops promotional and marketing materials for exhibitors at the annual NCSL Legislative Summit.
Develops digital marketing strategies/campaigns and executes email marketing campaigns utilizing data and metric tools to produce, track and improve results.
Successfully deploys marketing campaigns from creation to execution.
Builds strategic relationships and partners with appropriate related organizations and vendors.
Measure and report performance of marketing campaigns on a regular basis to gain insight, assess progress against goals and make necessary adjustments.
Develop marketing content to produce a range of engaging collateral materials electronically and in print. These may include constituent testimonials, organizational successes and blog posts that drive awareness about NCSL.
Organizes and prepares information for the promotion of events, including the development of PowerPoints, flyers, surveys and other event-related materials.
Identifies new promotional opportunities and monitors trends in the marketing industry.
Handles overflow work, assists on special projects, and fills in for others as needed in the marketing and communications area.
Serves as a marketing resource for NCSL staff.

SUPERVISORY RESPONSIBILITIES:

This position may have supervisory responsibilities. The person in this position will serve as a coach and mentor for other positions in the department.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, copy machines, scanners and smartphones.
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.

This is largely a sedentary position that requires the ability to speak, hear, see, lift small objects up to 50 lbs., open filing cabinets and bend, stoop, or stand on a stool as necessary. Requires the ability to travel locally, regionally and nationally, including overnight and weekends.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS:

Experience and Education:

Bachelor's degree (degree in marketing preferred) plus eight years of relevant or progressive work experience in a marketing or communications role.
Experience with Salesforce (or equivalent association management systems) and email marketing platforms (MailChimp, Real Magnet, Constant Contact).
Familiarity with NCSL's or related non-profit organization's goals and practices.
Familiarity with the latest trends, technologies in graphic design and web design.

Knowledge, Skills and Abilities:

Excellent writing, speaking, research, analytical, and organizational skills.
Skill and competence in the basic supervision skills of planning, assigning, reviewing, and evaluating work.
Skill and competence in budget and project management.
Knowledge of web design technology, multimedia capabilities and digital marketing strategies.
Knowledge of Microsoft Office Suite and Adobe Creative Suite. 
Analytical skills to forecast and identify trends and challenges. 
Ability to coordinate/collaborate and execute efforts of a team. 
Strong ability to relate to and successfully service constituents. 
Capacity and willingness to take on multiple and differing responsibilities. 
Ability to work well under pressure, multi-task, and meet deadlines. 
Ability to maintain regular and punctual attendance.

BENEFITS:

NCSL offers an outstanding benefits package including low cost health, dental and vision coverage, a 401(a)-retirement plan with 10% contribution after 6 months and full vesting, life & disability insurance, 3-weeks paid vacation with 5+ years of paid full-time work experience, paid leave, 35-hour work weeks, telework, pet insurance, discounted bus / train passes, in-office dry cleaning pick up, access to 24-hour fitness memberships, and more!

TO APPLY:

Interested candidates should send a cover letter and resume highlighting skills and qualifications to: https://ncsl.applicantpro.com/jobs/ no later than Friday, January 18, 2019.

NCSL IS AN EQUAL OPPORTUNITY EMPLOYER.

CDO# 
18502

Desired Class Level: 1L, 1LE/1LPT, 2L, 2LE/2LPT, 3L, 3LE/3LPT, 4LE/4LPT, JD Alumni 0-2 years, JD Alumni 3-5 years

Posting Date: January 7, 2019
Expiration Date: January 18, 2019

Contact: Michelle Kelton
HR Assistant
7700 East First Place Denver, Colorado 80230 United States
http://www.ncsl.org

Resume Receipt: Other (see below)

How to Apply: https://ncsl.applicantpro.com/jobs/

Additional Documents: Cover Letter

ID: 18502
Title IX Staff Attorney
Rocky Mountain Victim Law Center (Denver, CO)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Description:
Title IX Staff Attorney
Class: 1.0 FTE; Salaried; Exempt
Salary: Commensurate with experience
Program: Title IX Legal Services
Reports to: Legal Director

SUMMARY
The mission of the Rocky Mountain Victim Law Center (RMvlc) is to transform the criminal justice system to consistently honor the voice of every victim and vigorously safeguard victims’ rights. The Title IX Staff Attorney is responsible for assisting with the development of a Title IX program at RMvlc, the representation and technical assistance for victims and victim service providers as it relates to the rights afforded under Title IX. In collaboration with other RMvlc staff members, this position will assist with the prioritization and selection of cases.

Specific Duties & Responsibilities:
• Provide direct representation to victims in educational settings relating to their rights under Title IX.
• Conduct intakes and needs assessments with individuals seeking services as needed.
• Participate in case review meetings and staff meetings.
• Participate and attend various collaboration meetings as assigned by the Legal Director and Executive Director.
• Participate in the collection and reporting of data regarding service provision.
• Collect information across Colorado related to the gaps and needs survivors have in accessing their rights.
• Assist in developing reports and recommendations for policy change related to Title IX in Colorado.
• Maintain necessary case files and documentation for clients.
• Provide education and support to victims related to their rights.
• Provide technical assistance to service providers as requested.
• Other duties as requested.
Qualifications:
- Juris doctorate and licensed to practice law in Colorado, plus 2-5 years of related experience.
- Demonstrated understanding of the rights afforded to victims in education settings under Title IX.
- Demonstrated understanding of victim issues, victims’ rights within the state of Colorado and in educational settings including higher education as well as K12.
- Experience working with victims of violent crime and demonstrated understanding of the impact of trauma.
- Demonstrated passion for RMvlc’s mission.
- Demonstrated commitment and understanding to multiculturalism, diversity, and social justice issues.
- Bilingual Spanish-speaking, preferred.
- Strong conflict management skills.
- Experience working in collaboration and partnership with other victim service providers and multidisciplinary teams.
- High degree of energy, self-motivation, and flexibility.
- Strong written and verbal communication skills.
- Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.

Applications will be accepted until position is filled. Applications received by January 18, 2019.
No phone calls please.

CDO#
18569

Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years
Posting Date: January 11, 2019
Expiration Date: January 18, 2019
Contact: Emily Tofte Nestaval
899 Logan St, Ste 512 Denver, Colorado 80203 United States
Resume Receipt: Other (see below)
How to Apply: Please submit a cover letter, resume, writing sample, and salary history by email to Emily Tofte Nestaval, Executive Director, at emily@rmvictimlaw.org. Include, “Title IX Staff Attorney” in the subject line.
### Additional Documents:  Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

### Requested Document Notes:  
Please submit a cover letter, resume, writing sample, and salary history by email to Emily Tofte Nestaval, Executive Director, at emily@rmvictimlaw.org. Include, “Title IX Staff Attorney” in the subject line.

**ID:**  18569
Compliance Investigator I  
Colorado Department of Labor and Employment (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)  
**Practice Area(s):** Compliance

**Description:**  
The Department of Labor and Employment keeps Colorado strong and competitive. We connect workers with great jobs and assist those who have been injured on the job. We help people who are unemployed through no fault of their own by providing temporary wage replacement and we ensure fair labor practices. We provide an up-to-date and accurate picture of the economy that helps in decision making. And we protect the workplace — and Colorado communities — with a variety of consumer protection and safety programs.

This is a values-driven organization, committed to teamwork, collaboration, accountability, adaptability, excellence, integrity and respect.

We believe in outstanding customer service, an inclusive culture, continued process improvement and in our role as a trusted and strategic partner. Recognizing that knowledgeable employees drive our success, we are seeking dedicated individuals who exhibit our shared values and our passion for quality and excellence in all we do.

In addition to rewarding and meaningful work, we offer excellent benefits:

- Strong, secure, yet flexible retirement benefits including a PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401(k) and 457 plans
- Medical and dental health plans
- Employer supplemented Health Savings Account
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave
- Discounted RTD EcoPass (Denver Metro locations)
- BenefitHub state employee discount program
- CafeWell employee wellness program
- Excellent work-life programs, such as flexible schedules, training and more

Our agency website: Colorado Department of Labor and Employment

The State of Colorado is an equal opportunity employer. We are committed to building work environments that are inclusive and reflect our communities and the diverse talents of all...
people. We strongly encourage candidates from all backgrounds and abilities to apply.

Description of Job

THIS ANNOUNCEMENT WILL REMAIN OPEN UNTIL 5PM ON FRIDAY, JANUARY 11, 2019 OR UNTIL 75 APPLICATIONS ARE RECEIVED, WHICHEVER OCCURS FIRST. APPLICANTS ARE ENCOURAGED TO APPLY EARLY.

The Coverage Enforcement Unit exists to investigate establishments and insurance carriers for the purpose of enforcing compliance with the insurance coverage requirements of the Workers' Compensation Act and Division of Workers' Compensation regulations, to provide informational and educational resources about statutory requirements for insurance coverage and reporting, to conduct special investigations as necessary, and to investigate and resolve unique issues that arise in the area of workers' compensation statutory and regulatory insurance requirements.

DUTIES:

This position investigates, educates, and works with employers to ensure compliance with the requirements of the Workers' Compensation Act and Rules of Procedure. The position investigates employers who appear to lack workers' compensation insurance in violation of Colorado law. Duties also include:

Preparing actions against employers in violation of the Act and/or related rules. These actions include fines as well as orders to cease and desist.

Investigating employers who have claimed an exemption status and making recommendations regarding exemptions using evidence gathered from the employer and other sources.

Extensive telephone, e-mail, and in-person contact with employers to ensure compliance.

Travel throughout the state is required.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree from an accredited institution in a field of study related to the work assignment.

One year of professional experience in an occupational field related to the work assigned to
the position.

Substitutions:

Additional appropriate experience will substitute for the degree requirement on a year-for-year basis.

Additional appropriate education will substitute for the required experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT:
The successful candidate must maintain a valid Colorado driver's license and must be willing and able to travel throughout the state.

PREFERRED QUALIFICATIONS:

Professional experience in workers' compensation underwriting, auditing, proof of coverage, or premium fraud investigation. Experience writing legal documents such as orders, affidavits, memos, etc. Microsoft Office skills, particularly Word and Excel. Experience analyzing and utilizing statutes, regulations, and case law to determine legal compliance.

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your
representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

Supplemental Information

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact by phone or email at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

Minimum Qualification Screening

A Human Resources Analyst will only review the work experience/job duties sections of the online job application to determine whether you meet the minimum qualifications for the position for which you are applying. Cover letters and resumes WILL NOT be accepted in lieu of the official State of Colorado online application, but may be attached. Part-time work experience will be prorated.

Applicants must meet the minimum qualifications to continue in the selection process for this position. Work experience and qualifications must be specifically documented on your online application. Do not use "see resume" or "see attached" statements on your application. Resumes WILL NOT be reviewed for minimum qualification screening.

Comparative Analysis Process – Structured Application Review

After minimum qualification screening, the comparative analysis process for this position will involve a review and rating of all the information you submit with your application materials. Therefore, it is extremely important to document in the work experience/job duties portion of your online application the extent to which you possess the education, experience, minimum qualifications, and preferred qualifications as outlined in the job announcement. It is also important to thoroughly answer all supplemental questions (if listed) as your answers to these questions will be evaluated during this phase. Any attachments such as cover letters, resumes or other documents that support your experience may also be reviewed during this phase.
Supplemental Questions
Answer the supplemental questions on the application completely and thoughtfully. Your answers may be rated based on your writing ability (spelling, grammar, and clarity of your writing) as well as the content of your answer.

CDO#
18523

<table>
<thead>
<tr>
<th><strong>Desired Class Level:</strong></th>
<th>JD Alumni 0-2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 8, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>January 11, 2019</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Evan S. Grimes</td>
</tr>
<tr>
<td></td>
<td>633 17th Street, 2nd Floor Denver, Colorado 80202 United States</td>
</tr>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>Other (see below)</td>
</tr>
<tr>
<td><strong>How to Apply:</strong></td>
<td><a href="https://www.governmentjobs.com/careers/colorado/jobs/2308141/compliance-investigator-i?page=7&amp;pagetype=jobOpportunitiesJobs">https://www.governmentjobs.com/careers/colorado/jobs/2308141/compliance-investigator-i?page=7&amp;pagetype=jobOpportunitiesJobs</a></td>
</tr>
</tbody>
</table>

**Additional Documents:** Other Documents

**ID:** 18523
Two Positions Open: Associate Attorney and Law Clerk  
Murad & Murad, P.C. (Boulder, CO)

**Position Type:** Permanent/Full-Time, Permanent/Part-Time, Contract  
**Practice Area(s):** Immigration/Asylum/Refugee  
**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**
MURAD & MURAD, PC is a well-established Boulder-based small law firm specializing in immigration law. With two positions open, we are seeking an associate attorney and a law clerk to join our team.

There will be plenty of opportunities to appear in Court and USCIS. We offer a wide variety of stimulating and rewarding work in a professional, collegial atmosphere.

The successful candidates will have excellent communication, analytical, and legal writing skills. Spanish language proficiency is a plus. Candidates must have high standards, be organized, have effective time management, be self-motivated, detail-oriented, and punctual.

Compensation is based on experience.

Please submit your resume to Nicole Murad at nicole@muradimmigration.com.

CDO#  
18537

**Desired Class Level:** 2L, 3L, 3LE/3LPT, 4LE/4LPT, JD Alumni 0-2 years  
**Posting Date:** January 9, 2019  
**Expiration Date:** February 27, 2019  
**Contact:** Nicole Murad  
Managing Attorney  
http://www.muradimmigration.com

**Resume Receipt:** E-mail  
**Default email for resumes:** nicole@muradimmigration.com  
**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample  
**ID:** 18537
**Venture Capital & Emerging Growth / Associate / Denver**  
Polsinelli LLP (Denver, CO)

**Position Type:** Permanent/Full-Time  
**Practice Area(s):** Venture/Start-Up  
**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:** Polsinelli, a top AmLaw 100 national law firm, has an immediate need for a highly-qualified and motivated mid-level associate in our Venture Capital and Emerging Growth Practice Group. The group is very active in the food, beverage and consumer product space. The position will be based in Denver but will work across multiple offices. This associate will focus on private company representation, including exit transactions and will be given the opportunity to work directly with clients. Interested candidates must possess a high level of academic achievement, solid law firm experience and superb problem-solving, writing and communication skills. Candidates should also have a minimum of 3+ years of corporate experience, including solid experience with M&A deals, financings, corporate governance, joint venture and other complex commercial transactions. Exposure to emerging growth companies and venture capital is a huge plus but not a requirement. The ideal candidate will have deep expertise with M&A deals and financings with an interest in the venture capital and emerging growth market. We offer a competitive compensation and benefits package with challenging work in a collegial work environment. Relocation support is available for highly qualified candidates. Qualified applicants should submit a cover letter, resume and law school transcript via polsinelli.com directed to Cristy M. Johnson, Director of Firm-Wide Legal Recruiting.

CDO# 18484

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years  
**Posting Date:** January 4, 2019  
**Expiration Date:** March 4, 2019

**Contact:** Sara Johnson  
Regional Recruiting Coordinator  
1515 Wynkoop St Suite 600 Denver, Colorado 80202 United States

**Resume Receipt:** Other (see below)  
**How to Apply:** https://www.polsinelli.com/careers/lateral-recruiting
**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 18484
Attorney / Cotney Construction Law
Cotney Construction Law (Denver, CO)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)
Practice Area(s): Construction, Construction, Immigration/Asylum/Refugee, Workers Compensation/Defense

Description:
Cotney Construction Law is seeking full time attorneys. We are seeking attorneys in various practice areas including immigration law, worker’s compensation employer defense, and construction law. Construction industry experience is preferred. Compensation is commensurate with experience.

Please submit a cover letter and resume.

ARBITRARY DEADLINE / APPLY ASAP

cdo#
18471

Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years

Posting Date: January 2, 2019
Expiration Date: February 2, 2019

Contact: Hiring Manager
Denver, Colorado United States

Resume Receipt: Other (see below)

How to Apply: https://www.indeed.com/m/viewjob?jk=2b128bcc300e8a95&from=jarecjobs&alid=5a7ccaf1e4b01b6d4724b2d0

Additional Documents: Cover Letter

ID: 18471
Investment Team Associate
Moore & Van Allen (Charlotte, NC)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Corporate/Transactional

**Description:**
Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an experienced transactional lawyer for its Investment Team practice. The Moore & Van Allen Investment Team primarily represents capital providers with their debt and equity investment activities. Typical transactions include representing lenders with their lending transactions, alternative investment vehicles with their debt and equity investments, and private equity fund investors with their control and growth equity investments. Unique opportunity to work across the capital structure and represent both equity and debt investors, as well as represent portfolio companies in their acquisition, sell-side and financing activities. Preferred candidates would have two to five years of transactional experience, ideally with experience in finance or corporate transactions. Excellent academic performance and strong inter-personal skills are required. Equal Opportunity Employer.

CDO# 18543

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years

**Posting Date:** January 10, 2019

**Expiration Date:** February 16, 2019

**Contact:** Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States

**Resume Receipt:** Other (see below)

**Default email for resumes:** charlotterecruiting@mvalaw.com

**How to Apply:** http://www.mvalaw.com/f-20.html

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 18543
Staff Attorney
New Mexico Legal Aid, Inc. (Santa Fe, New Mexico)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Poverty Law

**Description:**

New Mexico Legal Aid is seeking a Staff Attorney for our regional office in Santa Fe. The Staff Attorney will represent clients throughout northern New Mexico, including in Santa Fe, Las Vegas, Taos, Espanola and other surrounding communities.

The Staff Attorney will handle cases for low-income individuals and families in a wide variety of poverty law areas including family law, housing, public benefits, and consumer issues. The Staff Attorney will be active in local bar and community activities. The work will include participating in community education and outreach to eligible clients; and recruitment of and collaboration with pro bono attorneys.

The NMLA office in Santa Fe handle a wide range of creative, challenging and complex work. We are looking for highly motivated candidates who are passionate and strongly committed to helping NMLA better serve our client communities, including development of effective team strategies to handle complex advocacy and extended representation cases.

**Requirements:** Three years’ experience as a licensed attorney preferred. Must be willing to travel. Must be able to effectively use computer technology and remote communications systems, including shared on-line workspaces and web meeting and videoconferencing software, to effectively collaborate and co-counsel with staff located in multiple offices. Candidates also must possess excellent written and oral communication skills, the ability to manage multiple tasks, manage a caseload and build collaborative relationships within the staff and the community. Proficiency in Spanish is a plus.
Send a current resume, and a letter of interest explaining what you would like to accomplish if you are selected for this position to: jobs@nmlegalaid.org


CDO#
18511

Desired Class Level: JD Alumni 3-5 years
Posting Date: January 7, 2019
Expiration Date: January 21, 2019
Contact: Marian Bock
PO Box 32197 Santa Fe, NM 87501 Santa Fe, New Mexico 87501 United States
Resume Receipt: Other (see below)
How to Apply: jobs@nmlegalaid.org
Additional Documents: Cover Letter
Requested Document Notes: Send a current resume, and a letter of interest explaining what you would like to accomplish if you are selected for this position to: jobs@nmlegalaid.org
ID: 18511
Intellectual Property Transactional Attorney
Moore & Van Allen (Charlotte, NC)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Corporate/Transactional, Intellectual Property/Trademark/Copyright/Patent

**Description:**
Moore & Van Allen PLLC has an immediate need in its Charlotte office for an associate with two to five years of experience in technology transactions, relating to IT, licensing, outsourcing and other IP-related contracts. Experience with data privacy and data security and/or M&A negotiations is a plus, but not required. Excellent academic performance and strong interpersonal skills required. Equal Opportunity Employer.

CDO#
18538

**Desired Class Level:** JD Alumni 3-5 years

**Posting Date:** January 10, 2019

**Expiration Date:** February 16, 2019

**Contact:** Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States

**Resume Receipt:** Other (see below)

**Default email for resumes:** charlotterecruiting@mvalaw.com

**How to Apply:** http://www.mvalaw.com/f-20.html

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 18538
Civil Litigation Associate
Harris, Karstaedt, Jamison & Powers, P.C. (Englewood, CO)

**Position Type:** Permanent/Full-Time

**Practice Area(s):** Civil Litigation, Insurance (Coverage, Bad Faith, Defense), Negligence/Tort, Personal Injury/Defense, Products Liability/Defense

**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**
Harris, Karstaedt, Jamison & Powers, P.C., a mid-sized insurance defense firm, is seeking a civil litigation attorney with a minimum of 7 years’ experience, preferably with an insurance defense background. Qualified candidate will demonstrate initiative, have a strong work ethic, and be able to independently handle civil litigation cases and jury trials. In addition this candidate will have strong research, analytic and writing skills; prior experience writing coverage opinions and/or doing appellate work a plus. Candidates must be licensed in Colorado.

CDO ID
18496

**Desired Class Level:** JD Alumni 6+ years

**Posting Date:** January 4, 2019

**Expiration Date:** February 4, 2019

**Contact:**
Mrs. Sarah K. Stromberg
Director of Human Resources & Administration
10333 E. Dry Creek Road, Suite 300 Englewood, Colorado 80112 United States
http://www.hkjp.com

**Resume Receipt:** Other (see below)

**Default email for resumes:** personnel@hkjp.com

**How to Apply:** personnel@hkjp.com

**Additional Documents:** Cover Letter, Writing Sample

**Requested Document Notes:** Interested candidates should submit their cover letter, resume, writing sample, references and salary requirements to personnel@hkjp.com. To learn more about our firm please visit our website at: www.hkjp.com.

ID: 18496
**Commercial Real Estate Associate**  
Moore & Van Allen (Charlotte, NC)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Description:**
Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking Commercial Real Estate Associates with various levels of experience. The preferred candidate will have experience in structuring, negotiating and documenting commercial real estate transactions in a broad array of areas, including leases, purchase and sale agreements, finance documents, complex declarations between sophisticated commercial property owners, creation of condominium regimes, assistance with land use entitlements, negotiation of joint venture agreements and private placement memorandums, and assisting clients with public incentives related to their projects. All applicants should have superior academic credentials. We offer full benefits with a competitive compensation package. Equal Opportunity Employer.

CDO# 18541

**Desired Class Level:** 3L, 4LE/4LPT, JD Alumni 0-2 years

**Posting Date:** January 10, 2019

**Expiration Date:** February 16, 2019

**Contact:** Mollie Clark  
New Associate Recruiting Manager  
100 N Tryon St Charlotte, North Carolina 28202 United States

**Resume Receipt:** Other (see below)

**Default email for resumes:** charlotterecruting@mvalaw.com

**How to Apply:** http://www.mvalaw.com/f-20.html

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 18541
**Deputy Public Defender II**  
City and County of Denver (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Civil Defense, Civil Litigation

**Description:**

About Our Job

The Office of the Municipal Public Defender has been in existence for four years in the City and County of Denver. We are excited to invite applications for an experienced Attorney for this growing agency.

The Municipal Public Defender's Office provides legal services to indigent defendants of Denver County who are facing the possibility of jail for traffic, municipal violations and specialty courts. The Chief Municipal Public Defender reports directly to the Municipal Public Defender's Commission. The Public Defenders report to the Chief Public Defender.

This position is for a Deputy Public Defender II, which requires minimum two years of courtroom litigation experience with first chair jury trial experience.

We appreciate your interest and are excited for the opportunity to build a strong team of Public Defenders for the City and County of Denver.

Represents defendants in municipal ordinance and traffic cases of increasing complexity and may participate on problem-solving court teams.

Provide legal representation, advice and consultation to defendants assigned to the Municipal Public Defender's Office.

Provides representation in all phases of litigation from arraignment, through plea negotiation to trial and appeals. Provides representation at competency hearings.

Prepares pleadings and documents, motions, orders.

Performs legal research and writing of appeals.

Interviews defendants at court, in the office and in detention facilities and witnesses to gather information in preparation for trial.

Makes motions for continuances, constitutional issues, reduction of bail, and new trials.

Representation of clients in problem-solving courts and advocates for client at problem-solving team meetings.

Assists Chief Municipal Public Defender or less experienced Public Defenders with
more complex cases.
Performs legal research and assists other attorneys with research of more complex legal problems.
Performs other duties as assigned.

While the full pay range of this Job Classification is $69,622 - $111,395, our target hiring salary for this position is between $69,622.00 - $72,500.00, depending on education, experience and qualifications.

About You

Our ideal candidate will have:

Experience within the Denver County Court System
Minimum two years of courtroom litigation experience with first chair jury trial experience

We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:

Education: Doctor of Jurisprudence Degree or Bachelor of Laws Degree.
Experience: Two (2) years practicing criminal law
Licensures/Certification(s): Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application or possession of license from U.S. states that have a reciprocity agreement with the state of Colorado, excluding the following states: California, Delaware, Florida, Louisiana, Maryland, Nevada, Rhode Island, and South Carolina. The preceding list of non-reciprocal admission jurisdictions is intended to be used only as a guide, as rules and regulations of every jurisdiction are subject to change at any time. Positions with the Public Defender's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring. Licenses and certifications must be kept current as a condition of employment.
Equivalency: No substitution of experience for education is permitted

To be considered for this position, you must include the following on your job
application (upload the multiple attachment(s) to the Resume/CV section on the My Experience tab):

Resume
References
Cover letter that includes the following information: Colorado license #
A description of your litigating experience in front of a jury
A description of your experience working with the indigent population
One page writing sample which includes legal citations.

Desired Class Level: JD Alumni 0-2 years
Posting Date: January 16, 2019
Expiration Date: February 16, 2019
Contact: Career Service Authority
Job Posting Contact
201 West Colfax, Department 412 Denver, Colorado 80202 United States
Resume Receipt: Other (see below)
Additional Documents: Cover Letter, Writing Sample, Other Documents
Requested Document Notes: To be considered for this position, you must include the following on your job application (upload the multiple attachment(s) to the Resume/CV section on the My Experience tab):

Resume
References
Cover letter that includes the following information: Colorado license #
A description of your litigating experience in front of a jury
A description of your experience working with the indigent population
One page writing sample which includes legal citations.

ID: 18600
**Deputy District Attorney I**  
Colorado 8th Judicial District Attorney's Office (Ft. Collins, CO)

<table>
<thead>
<tr>
<th><strong>Position Type:</strong></th>
<th>Permanent/Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practice Area(s):</strong></td>
<td>Criminal Prosecution</td>
</tr>
<tr>
<td><strong>Geographic Preference:</strong></td>
<td>Colorado-Fort Collins/Loveland</td>
</tr>
</tbody>
</table>

**Description:**
The 8th Judicial District is hiring for the position of Deputy District Attorney I in the County Court division. This attorney will be responsible for the prosecution of traffic and misdemeanor offenses, including DUIs and domestic violence. As a Deputy District Attorney I, you will be assigned to a courtroom to cover all aspects of the prosecution of cases, including pre-trial negotiations, motions practice, hearings, and trials. To be considered for the position, you must be currently licensed to practice in Colorado. Online application must include attachment of resume and cover letter addressed to Emily Humphrey, Second District Attorney.

Go to the following link to apply:

https://careers-larimer.icims.com/jobs/3327/deputy-district-attorney-i/job

CDO#

18507

<table>
<thead>
<tr>
<th><strong>Desired Class Level:</strong></th>
<th>JD Alumni 0-2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 7, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>January 21, 2019</td>
</tr>
<tr>
<td><strong>Salary Range:</strong></td>
<td>60,000 - 69,999</td>
</tr>
</tbody>
</table>
| **Contact:** | Ms. Jessica L Griglio  
Volunteer Coordinator  
201 LaPorte Ave, Suite 200 Fort Collins, Colorado 80521 United States  
http://larimer.org/da/ |
| **Resume Receipt:** | Accumulate Online |
| **ID:** | 18507 |
Family Law Attorney
Cordell & Cordell (Denver, CO)

Position Type: Permanent/Full-Time
Practice Area(s): Family/Domestic Relations

Description:
Family Law Attorney

Attorneys at Cordell and Cordell are top notch professionals who work hard to advocate for their clients through the Divorce process. Our legal professionals are responsible for managing family law cases from beginning to end and gain courtroom experience nearly immediately. Our professionals also benefit from a team-based approach where managing and senior Attorneys are available to provide on-going guidance and direction on case law and strategy. Our Attorneys will highly benefit from our work environment where education and training is a priority as well as autonomy.

About Us
Cordell & Cordell is the largest domestic litigation law firm in the United States serving clients in over 100 across 36 states. We are dedicated to a radical client-centered approach to the services we provide, backed by quality people who can help us succeed. In order to provide a service that is focused on people first, we hire and reward employees who also take pride in creating a world class experience for our customers and our co-workers.

Job Responsibilities:
- Provide superior customer service to all clients
- Proactively manage family law cases from beginning to end
- Work with a team of professionals to provide the best possible case strategy
- Manage performance metrics to track accomplishments and client satisfaction
Qualifications:

Ideally, the Associate Attorney will possess the following key skills:

- Law Degree from an Accredited University; Passed the Bar Exam on the first attempt
- 3-5+ years of litigation experience
- 1st chair family law experience
- Licensed to practice law in the state of Colorado
- Impeccable professional reputation with a positive perspective
- Has the technical skills where new programs can be quickly learned
- Values and thrives in a team-based approach
- Values defined processes and procedures that lead to guaranteed results
- Excellent verbal and written communication skills

Cordell & Cordell provides exceptional benefits and a great working environment including:

Employer paid health premiums
Employer paid dental premiums
Employer paid Life, LTD & STD premiums
401k & Profit Sharing
Flexible spending plans
Robust wellness program where employees are reward for healthy living

CDO#
18586
<table>
<thead>
<tr>
<th><strong>Desired Class Level:</strong></th>
<th>JD Alumni 3-5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 16, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>February 16, 2019</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Jennifer White</td>
</tr>
<tr>
<td></td>
<td>Recruiting Assistant</td>
</tr>
<tr>
<td></td>
<td>Colorado United States</td>
</tr>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>Other (see below)</td>
</tr>
<tr>
<td><strong>How to Apply:</strong></td>
<td>Email all resumes to Jennifer White</td>
</tr>
<tr>
<td></td>
<td>Jen White</td>
</tr>
<tr>
<td></td>
<td>Recruiting Assistant</td>
</tr>
<tr>
<td></td>
<td>Cordell Practice Management Group</td>
</tr>
<tr>
<td></td>
<td>600 Kellwood Parkway, Suite 300, Chesterfield, MO 63017</td>
</tr>
<tr>
<td></td>
<td>Direct (314) 587-3471</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:jwhite@cordelllaw.com">jwhite@cordelllaw.com</a></td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18586</td>
</tr>
</tbody>
</table>
Compliance Investigator I
Colorado Department of Regulatory Agencies (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Compliance

**Description:**
The Department of Regulatory Agencies (DORA) is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado.

Consumer protection is our mission.

DORA is a progressive, innovative government agency where employees and customers alike are valued. In an effort to align with Governor Hickenlooper's Three E's of good government (Effective, Efficient and Elegant), DORA has utilized and implemented numerous LEAN projects, and continues to identify areas where progress and improvements can be made. If you are interested in becoming a part of an environment where creative thinking, customer service, and protecting consumers through healthy regulation is valued, DORA is the place for you!

Working for the State of Colorado at the Department of Regulatory Agencies offers an excellent total compensation package including:
- Medical and Dental Health Insurance for employees and optional coverage for their dependents
- Life Insurance for employees, and optional coverage for their dependents
- Paid Time Off, including 10 paid holidays
- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan, PERA Defined Contribution Plan plus 401K and 457 plans
- Job Security
- Commuter Benefits
- Free, Confidential Counseling Services
- Excellent work-life programs such as flexible schedules, training opportunities and more!

*Customer service is a key component for every position in state government as is the focus on ideas and ways to redesign the delivery of services in making state government more: Effective. Measure every aspect of government to be sure it is doing what it is supposed to do and to look at outcomes to judge whether our programs are successful. Efficient. Deliver services in ways that are timely and effective including identifying waste and duplication and measure for efficiency. Elegant. Deliver state services in a way that elevates both the state employee and the person receiving state services.
Description of Job

The Colorado Civil Rights Division (CCRD) is charged with enforcing the State's anti-discrimination laws in the areas of employment, housing and public accommodations. The Division promotes awareness of civil rights laws through training, education and outreach efforts to groups and individuals across the state. We work in cooperation with federal and local agencies, such as the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Housing and Urban Development/Office of Fair Housing and Equal Opportunity (HUD/FHEO), as well as community-based organizations that promote and protect civil rights. In addition, CCRD is charged with investigating claims of illegal discrimination.

This work unit is responsible for collection of evidence, investigation and recommendation of determination in cases of alleged discrimination; mediation and informal settlement discussions; neutral and appropriate communication with parties; and fulfillment of federal contract goals.

Position: SDA Various

The position investigates charges of discrimination by obtaining/reviewing relevant evidence and drafting Letters of Determination recommending a cause or no cause finding. Also, this position offers parties the option of alternative dispute resolution and refers appropriately or conducts informal settlement discussions.

Specifically, this position:

Conducts investigations of discrimination charges filed with CCRD by collecting information, data and affidavits from parties and other witnesses, organizing compiled information in case files, preserving evidence, examining documentation, analyzing evidence, conducting on-site visits, and subpoenaing information as necessary;
Interviews relevant witnesses, in person and by telephone, in an objective fact-finding mode to obtain essential information;
Memorializes such interviews in writing for the investigation record;
Performs administrative tasks related to the investigation of discrimination charges, including but not limited to, drafting and mailing relevant documents to parties;
Ensures that federal Equal Employment Opportunity Commission and U.S. Department of Housing and Urban Development (HUD) criteria for case processing guidelines are met and followed in the investigation of discrimination complaints;
Enteres charge and investigation data into the Division's Case Management System and
federal case management applications;
Utilizing professional writing standards, drafts Letters of Determination for issuance to parties, presenting a well-reasoned analysis of the information gathered during the investigation as applied to relevant state and federal discrimination law;
Conducts legal research utilizing Westlaw, applicable state and federal regulations and guidance, and various other online resources as needed for case issues and Division matters;
Conducts public outreach, training, and educational programs on discrimination, emerging issues, and other current topics for a variety of stakeholders, groups, associations, community-based organizations and individuals;
Attends civil rights related community forums;
Participates in community activities that further the mission of the Division; and
Conducts mediation conferences and conciliations with parties in cases as assigned.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

Minimum Qualifications (MQs):

Graduation from an accredited college or university with a bachelor's degree in political science, human resources, pre-law, behavioral sciences, public administration, or in a field of study related to the work environment; AND

One year of professional* investigative experience in one of the following fields: Legal environment/law firm;
Human Resources (internal/employment investigations);
Governmental/administrative in a civil law setting;
Compliance.
Investigative experience must include the following: Gathering, interpreting and/or analyzing evidence, data, and relevant facts in complex cases, and applying applicable laws; Distinguishing between relevant and irrelevant evidence, and preparing analysis and recommendations; Fostering cooperation under potentially stressful situations with a variety of audiences; and Presenting clear and concise oral and written summaries of evidence.

*Professional work involves exercising discretion, analytical skill, judgment and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or
pertinent to the specialized field; and continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications and methods.

Substitutions: A combination of professional* work experience as described above, which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted for the bachelor's degree on a year-for-year basis; A master's degree in a field appropriate to the work assignment or Juris Doctorate from an accredited institution may be substituted for the required bachelor's degree and one (1) year of experience.

Required Competencies:

The following knowledge, skills, abilities, and personal characteristics are required competencies and may be considered during the selection process (including examination and/or interview). Candidates who do not meet the required competencies will be removed from consideration. Critical thinking and analysis skills including the ability to elicit and analyze information obtained through interviews and examining records; Demonstrated ability to interpret federal, state and local non-discrimination laws and regulations to ensure compliance; Demonstrated ability to exhibit empathy and sensitivity to a variety of difficult interpersonal situations, while maintaining a neutral and objective position during investigations; Attention to detail and the demonstrated ability to maintain confidentiality; Demonstrated ability to multi-task and adapt to multiple demands; Demonstrated ability to manage a heavy workload using organization and time management skills; Demonstrated ability to meet hard deadlines, work with minimum supervision, and maintain a focus on priorities in an environment of constant change; Demonstrated oral & written communication skills; Professional demeanor; Proficiency in the use of PC software applications including Microsoft Office (Access, Word, Excel, etc.), Google Suite applications and case management databases.

Preferred Qualifications/Competencies:

The following knowledge, skills, abilities, and personal characteristics are preferred competencies and may be considered during the selection process (including examination and/or interview). Demonstrated experience with the Colorado Anti-Discrimination Act, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act, Americans with Disabilities Act Amendments Act, and Title VIII of the Civil Rights Act of 1968; Experience communicating with people of diverse cultural, ethnic and socioeconomic
backgrounds;
Legal writing experience, including analyzing fact patterns and drafting conclusions based on applicable jurisprudence;
Possession of a Juris Doctorate;
Experience in managing a challenging caseload and experience with a case management system;
Demonstrated experience working in a high stress, fast-paced, high profile environment with shifting priorities.
Please note that possession of a professional designation/license/licensure will not automatically qualify you for this position; therefore, document the required experience in your application IN DETAIL, as your experience will not be inferred or assumed. Part-time experience will be prorated.

Conditions of Employment:

Candidates who fail to meet conditions of employment will be removed from consideration. Travel up to 5%.
The successful passing of a reference check: A reference check may include but is not limited to: contacting previous and current supervisors to verify employment and discuss performance, a review of the personnel file, a review of the performance record, etc.

Supplemental Information PLEASE READ - Required Application Materials

Interested individuals must submit the following online:

1. A completed State of Colorado Application (log-in to your current NeoGov account or create a NeoGov account to complete the online application). Note: Incomplete applications, including incomplete work history sections or "see résumé," "see attachment," or "see addendum" statements, will not be accepted in lieu of a completed application form.

2. A current email address on your application, as all communication pertaining to this position will be conducted via email. Please set up your email to accept messages from info@governmentjobs.com and '@state.co.us' addresses, and check your email often. Note: The department cannot guarantee the successful delivery of email, including incorrect filtering into junk mail folders.

3. A detailed cover letter, explaining how you meet the required competencies and how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make you a good fit for this position; you may also attach additional documents that
demonstrate this.

Comparative Analysis Process: Structured Application Review

Part of, if not the entire, comparative analysis process for this position will involve a review of the information you submit in your application materials; Therefore, it is paramount that in the experience portion of your application and cover letter, you describe the extent to which you possess the education, experience, and competencies outlined in the job announcement as well as the required and/or preferred qualifications/competencies. You are also encouraged to attach additional documents to that effect. Failure to include adequate information or follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of applicants.

Veterans' Preference: Candidates who wish to assert Veterans' Preference should attach a copy of their DD214 to their application. Failure to do so will result in being denied Veterans Preference.

PLEASE NOTE: Former State Personnel System employees who were disciplinarily terminated or resigned in lieu of termination must disclose this information on the application. Colorado Revised Statutes require that all state employees be hired and promoted through competitive examination of merit and fitness. Failure to include the required information, failure to follow instructions, and/or failure to submit materials by the application deadline may result in your application not being considered for the position and may affect your score or inclusion in the final pool of qualified candidates.

ADAAA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact us by email at dora_hr@state.co.us at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file
an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

**Desired Class Level:** JD Alumni 0-2 years

**Posting Date:** January 8, 2019

**Expiration Date:** January 16, 2019

**Contact:** Carol A. Stahlberg
1560 Broadway Suite 1050 Denver, Colorado 80202 United States

**Resume Receipt:** Other (see below)

**How to Apply:** https://www.governmentjobs.com/careers/colorado/jobs/2286587/dora-division-of-civil-rights-compliance-investigator-i?page=10&pagetype=jobOpportunitiesJobs

**Additional Documents:** Other Documents

**ID:** 18525
Associate Attorney  
Law Office of Michael P. Boyce PC (Denver, CO)

**Position Type:** Permanent/Full-Time  
**Practice Area(s):** Children/Juvenile  
**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**
Solo Law Firm seeks a well-qualified Associate Attorney to assist in handling Dependency and Neglect and Criminal Defense cases. This is the ideal job for someone who is looking to gain immediate substantive courtroom experience. Training will be provided. Job duties include researching, drafting, and filing motions, appearing in court for various hearings including preliminary hearings, motions hearings, jury trials, and termination hearings. Applicant will have a strong desire to help indigent respondents/defendants. Must be highly organized, punctual, able to meet deadlines, excellent research and writing skills, superb communication skills, and a strong desire to be in court on a regular basis.

Law clinic, moot court, prior experience with dependency and neglect cases preferred but not required.

Must be licensed to practice in the State of Colorado from an accredited law school. Newly licensed attorneys with an interest in gaining courtroom experience are encouraged to apply.

Equal Opportunity Employer. Any interested applicant may apply.

CDO#  
18472

Desired Class Level: JD Alumni 0-2 years  
**Posting Date:** January 2, 2019  
**Expiration Date:** February 1, 2019  
**Salary Range:** 50,000 - 59,999

**Contact:** Mr. Michael P. Boyce  
Owner  
1385 South Colorado Blvd. Suite A-220 Denver, Colorado 80222 United States
<table>
<thead>
<tr>
<th><strong>Resume Receipt:</strong></th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Default email for resumes:</strong></td>
<td><a href="mailto:mike@boycelawoffice.com">mike@boycelawoffice.com</a></td>
</tr>
<tr>
<td><strong>Additional Documents:</strong></td>
<td>Cover Letter, Other Documents</td>
</tr>
<tr>
<td><strong>Requested Document Notes:</strong></td>
<td>Resume</td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18472</td>
</tr>
</tbody>
</table>
**Electrical Engineering Patent Prosecution / Associate**  
Polsinelli LLP (Denver, CO)

### Position Type: Permanent/Full-Time

### Practice Area(s): Intellectual Property/Trademark/Copyright/Patent

### Geographic Preference: *** All Nationwide ***

**Description:**  
Polsinelli, a top AmLaw 100 national law firm, is seeking a highly-qualified and motivated associate or patent agent for our Intellectual Property Practice Group. The position will be based in Denver, St. Louis or Kansas City. Interested candidates must possess a high level of academic achievement, solid law firm experience, and superb writing and communication skills. Ideal candidates will have three or more years of relevant legal experience and a degree in electrical engineering. We offer a competitive compensation and benefits package with challenging work in a collegial work environment. Relocation support is available for highly qualified candidates. Qualified applicants should submit a cover letter, resume and transcripts via polsinelli.com directed to Cristy M. Johnson, Director of Firm-Wide Legal Recruiting.

### Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years

### Posting Date: January 4, 2019

### Expiration Date: March 4, 2019

### Contact: Sara Johnson  
Regional Recruiting Coordinator  
1515 Wynkoop St Suite 600 Denver, Colorado 80202 United States

### Resume Receipt: Other (see below)

### How to Apply: https://www.polsinelli.com/careers/lateral-recruiting

### Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

**ID:** 18482
**Staff Attorney (Hedge Reviews)**
Moore & Van Allen (Charlotte, NC)

<table>
<thead>
<tr>
<th><strong>Position Type:</strong></th>
<th>Permanent/Full-Time, Publicly Mined Job (See Disclaimer)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practice Area(s):</strong></td>
<td>Corporate Finance</td>
</tr>
</tbody>
</table>

**Description:**
Moore & Van Allen PLLC, a large southeastern law firm with a national practice, has an immediate need for a staff attorney to work in its finance practice reviewing and summarizing certain provisions of credit documents with respect to the treatment of derivatives products. The preferred candidate will have significant experience in finance and documenting syndicated loans. Qualified candidates must also have strong academic credentials. The position has outstanding pay and excellent benefits. Equal Opportunity Employer.

CDO#
18542

<table>
<thead>
<tr>
<th><strong>Desired Class Level:</strong></th>
<th>JD Alumni 3-5 years, JD Alumni 6+ years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 10, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>February 16, 2019</td>
</tr>
</tbody>
</table>

**Contact:**
Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States

**Resume Receipt:**
Other (see below)

**Default email for resumes:** charlotterecruiting@mvalaw.com

**How to Apply:**

**Additional Documents:**
Cover Letter, Unofficial Transcript

**ID:** 18542
Bilingual Staff Attorney - Tacoma, WA
Northwest Immigrant Rights Project (Multiple Locations, WA)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Description:

STAFF ATTORNEY POSITION
TACOMA, WA

https://nwirp.org/jobs

SUMMARY OF POSITION

The Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking attorney or soon-to-be law graduate to work on behalf of individuals held at the Northwest Detention Center, a regional immigration center where up to 1,575 community members are detained by immigration authorities. The attorney will be providing legal representation to individuals in removal proceedings.

The attorney will provide direct representation to detained persons in removal proceedings, including representation at the Tacoma or Seattle Immigration Courts, the Board of Immigration Appeals and the Ninth Circuit Court of Appeals. Attorneys will be managing a high-volume workload with complex legal issues in immigration and criminal law.

Candidate must be able to start the position by the beginning of August 2019, with a preference for a candidate that can start in February or March 2019.

LOCATION

This position is located in the Tacoma office of the Northwest Immigrant Rights Project.

REPORTS TO

Supervising Attorney – Advocacy for Detained Immigrants (ADI) Unit

RESPONSIBILITIES

• Provide direct representation to clients in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;
• Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;

• Engage in outreach and community education in the area of immigrant rights;

• Perform related administrative tasks related to grant reporting and other requirements;

• Participate in NWIRP’s development efforts; and

• Perform other tasks as assigned by supervisory staff.

Salary is dependent on experience. Beginning salary is $62,017 for someone admitted to practice. NWIRP offers a generous benefits package, including 100% of premiums for excellent health, vision and dental plans; 3% employer retirement contributions; disability/life/AD&D coverage, paid vacation and health-related leave; parking by the Tacoma office or a subsidized transit pass; position-related travel reimbursement; bar dues; and extensive training. This is a full-time position covered by a collective bargaining agreement.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity.

We believe that having a Board, Staff, and Volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community, and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES • Law degree or expected spring 2019 law school graduation; • Admission to the bar of any state in the U.S. (or planning to sit for July 2019 bar exam); • Demonstrated commitment to
advancing and defending immigrant rights and willingness to support NWIRP’s mission, vision, and values. • Excellent written and oral communication skills; • Commitment to working in a diverse working environment; • Fluent in English and Spanish; • Strong organizational skills and ability to work independently; and • Proficiency in use of MS Word and MS Excel.

CDO# 18524

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>3L, 4LE/4LPT, JD Alumni 0-2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 10, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>February 14, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Human Resources</td>
</tr>
<tr>
<td></td>
<td>615 2nd Avenue Seattle, Washington 98104 United States</td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>Other (see below)</td>
</tr>
<tr>
<td>Default email for resumes.:</td>
<td><a href="mailto:tacomajobs@nwirp.org">tacomajobs@nwirp.org</a></td>
</tr>
</tbody>
</table>

**How to Apply:** Send cover letter, resume and references to: tacomajobs@nwirp.org with the subject “Tacoma Staff Attorney Application January 2019 - NAME”. Full consideration will be given to those who apply by January 20, 2019, but applications will be accepted on a rolling basis until position is filled.

**Additional Documents:** Cover Letter, Other Documents

**ID:** 18524
## San Francisco Employment and Labor Attorney
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Civil Defense, Civil Litigation

### Description:

Employment and Labor Attorney

Wilson Elser's San Francisco office is currently seeking an Employment & Labor Attorney.

This is an excellent opportunity for an attorney with defense litigation experience looking for an engaging role with a national firm that allows for full-time or part-time work arrangements. A successful schedule for these positions could be either a traditional full-time role or an abbreviated work week. Those seeking flexible schedules are welcome to apply.

### The Firm

Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

### The Position

**Qualifications**
- JD from an accredited law school
- Admitted to practice in the State of California
- 5+ years of defense litigation experience, specifically including employment and labor matters, such as class action, discrimination, retaliation, wage and hour, labor grievance, and public accommodation claims
- Superior written and oral communication skills
- Legal project management experience

**Responsibilities**
- Independently manage a defense litigation caseload from claim inception to mediation, arbitration, resolution, or trial
- Work closely with other attorneys, team members, and partners on legal projects
• Regularly handle court appearances and depositions
• Communicate with clients and provide status reports

Why Should You Apply?
• Excellent Benefits
• Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans

Interested?
Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to AttorneyRecruiting@wilsonelser.com and listing "San Francisco Employment and Labor Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer. Minorities and women are encouraged to apply.

CDO#
18487

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 6+ years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 4, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>March 3, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Attorney Recruiting</td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>Other (see below)</td>
</tr>
<tr>
<td>How to Apply:</td>
<td>Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to <a href="mailto:AttorneyRecruiting@wilsonelser.com">AttorneyRecruiting@wilsonelser.com</a> and listing &quot;San Francisco Employment and Labor Attorney&quot; in the subject line.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Documents:</th>
<th>Cover Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>18487</td>
</tr>
</tbody>
</table>
Assistant Attorney General
Office of the Attorney General (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** State/Local Government

**Description:**
Job Title: Assistant Attorney General
Deadline: January 28, 2019
Salary Range: $6,400.00 - $8,000.00/month (commensurate with experience)

Find a rewarding career making a difference:
Join the Colorado Department of Law and the Attorney General’s Team!

The Colorado Department of Law is the largest law firm in the State. The Attorney General is elected by popular vote of the statewide electorate and is the State’s chief lawyer and law enforcement official.

Attorney General Phil Weiser oversees the Department and manages a wide range of responsibilities, including:

- Prosecuting and defending all civil and criminal actions in which the State has an interest, including on appeal
- Defending the laws and the Constitution of the State of Colorado
- Protecting consumers from scams and fraudulent activity
- Serving as legal advisor to officers of the State of Colorado and defending them from legal challenge
- Protecting and preserving Colorado’s natural resources
- Advocating for policies that help law enforcement improve community safety
- Investigating and prosecuting Medicaid fraud throughout the State

In addition to the challenging and impactful work being done at the Colorado Department of Law, there are many other benefits to joining the Attorney General’s team:

- Distinctive career advancement opportunities throughout the State system
• Strong, secure, yet flexible retirement benefits including PERA’s Defined Benefit Plan or PERA’s Defined Contribution Plan, including 401K and 457 plans
• Medical and dental health plans
• Paid life insurance
• Short and long-term disability coverage
• Paid vacation and sick leave earned each month
• 10 paid holidays per year
• Free access to a fitness center located in the Ralph L. Carr Colorado Judicial Center
• Excellent work-life programs, such as flexible work schedules, professional development opportunities, and an employee discount program

The Department of Law is an equal opportunity employer and understands that a diverse work force adds quality and perspective to the services we provide to the public. We encourage candidates with diverse qualities, backgrounds, and abilities to apply.

Information about the Unit: The Public Officials Unit within the State Services Section counsels and represents all of the statewide elected officials (Governor, Attorney General, Secretary of State, and Treasurer), as well as the Judicial Department, Department of Local Affairs, Department of Military Affairs, and State Auditor. Unit members handle litigation and appeals in complex civil cases that frequently involve legal questions of first impression and public policy matters of statewide or national importance.

Information about the Job: The principal duties of this position include: defending state and federal constitutional challenges to state laws and state officials’ actions seeking equitable relief; handling highly expedited election law disputes; prosecuting campaign and political finance law violations; defending civil litigation and appeals before state and federal courts; prosecuting civil actions and appeals on behalf of state agencies and officials in state court; representing judicial and probation officers when subpoenaed; defending judicial officers against C.R.C.P. 106 and C.A.R. 21 actions; escheat and unclaimed property review; assisting state agencies with responses to Colorado Open Records Act requests; drafting formal and informal Attorney General Opinions; and handling contract review and Procurement Code disputes for state agencies.
Job Qualifications: All candidates must be admitted to and in good standing with, or clearly eligible to waive into, the Colorado bar, and have a minimum of three years of legal experience. Excellent research, analytical, writing, communication, and problem-solving skills are required. Strong client relations skills and the desire to try cases and brief appeals on an expedited basis are essential. Experience developing and implementing litigation and appellate strategy in complex cases is strongly preferred.

All final candidates for employment must successfully pass a thorough criminal background check.

**Desired Class Level:** JD Alumni 3-5 years, JD Alumni 6+ years

**Posting Date:** January 16, 2019

**Expiration Date:** January 28, 2019

**Contact:** LeeAnn Morrill  
First Assistant Attorney General  
1300 Broadway Denver, Colorado 80203 United States

**Resume Receipt:** Other (see below)

**How to Apply:** Please submit a cover letter, resume, writing sample, and list of three professional references via email to:

LeeAnn Morrill  
Acting Deputy Attorney General  
State Services Section  
leeann.morrill@coag.gov

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** How to Apply: Please submit a cover letter, resume, writing sample, and list of three professional references via email to:

LeeAnn Morrill  
Acting Deputy Attorney General  
State Services Section  
leeann.morrill@coag.gov

**ID:** 18590
Associate Attorney

**Position Type:** Permanent/Full-Time

**Practice Area(s):** Civil Litigation

**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**

Smith Jadin Johnson, PLLC, is looking to add an Associate Attorney to our growing litigation practice, in our Broomfield, Colorado office.

Don't want to be a cog in the machine? Then come join us. In addition to a competitive salary and benefits package, our employees enjoy a relaxed work environment and a positive, forward-thinking firm culture where they are rewarded for their contributions and successes.

The ideal candidate will be licensed to practice law in Colorado and have 2-5 years of experience in one or more of the following practice areas:

- Property Insurance Policies and Coverage;
- Insurance Claim Presentation and Appraisal;
- Insurance Claim and Coverage Litigation.

Experience in Community Association law is a plus for any prospective candidate.

Candidates are expected to have the usual "bona fides" - a degree from an ABA accredited law school, a sterling resume, references, strong research and writing skills, litigation experience (i.e., discovery, motion practice, and/or trial experience), and a proven track record of success.

Truly exceptional candidates will not only want to serve our existing clients, but also have the inner drive to seek out and develop new clients.

To apply, please send a cover letter, resume, and writing sample.

We look forward to meeting you!

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years, Post JD/Non JD Student (LLM, Masters), Post JD/Non JD Alumni (LLM, Masters)

**Posting Date:** January 16, 2019

**Expiration Date:** January 31, 2019
<table>
<thead>
<tr>
<th><strong>Resume Receipt:</strong></th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Default email for resumes:</strong></td>
<td><a href="mailto:kyoung@sjjlawfirm.com">kyoung@sjjlawfirm.com</a></td>
</tr>
<tr>
<td><strong>Additional Documents:</strong></td>
<td>Cover Letter, Writing Sample</td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18599</td>
</tr>
</tbody>
</table>
Assistant County Attorney - Child Welfare and Youth Services
City and County of Denver (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Children/Juvenile

**Description:**
This posting will close at 11:59 on January 21.

The Denver City's Attorney's Office seeks an associate level Assistant City Attorney for the Child Welfare and Youth Services Unit of the Department of Law's Human Services Legal Services Section. This Associate Assistant City Attorney provides legal representation to Denver Department of Human Services social workers and administrators in Dependency and Neglect and Juvenile Delinquency cases in state trial and appellate courts. In addition to appearing in court, the associate attorney attends collaborative, multi-disciplinary meetings to guide decisions for the treatment and placement of families, children and youth. We seek an attorney interested in Juvenile law. The attorneys regularly appear in all state courts, including Denver Juvenile Court.

Denver Human Services (DHS) promotes the well-being, protection and independence of Denver residents through its many services for low-income and at-risk families, children, seniors and other adults. DHS is the County-administered and State-supervised vehicle for providing assistance to people in need and/or to those who need protection from abuse and neglect in Denver which constitutes an approximate $300 million operation with approximately 1,200 employees. DHS serves approximately 175,000 people each year, in assistance programs including abused and neglected children and their families, and people who are elderly, homeless, disabled or otherwise in need. DDHS helps gather the financial and social resources to connect our clients to the community and enable them to live healthier, safer lives.

The Denver City's Attorney's Office is one of the largest law firms in Colorado, with over 230 employees. It may have the most diverse practice of any law firm in Colorado. Clients include the Mayor; the Auditor; the Clerk and Recorder; City Council; and all city agencies, departments, offices, boards, commissions and authorities. The City Attorney's Office is dedicated to providing an inclusive and diverse work environment in which every person has
the opportunity to achieve the highest professional and personal development and is accorded the highest degree of dignity and respect.

Responsibilities for an ACA-Associate include:

Works with supervisor to prepare increasingly complex cases for trial such as those at federal district court and represents the City in those proceedings.
Conducts or assists with legal research.
Provides City agencies with legal advice including rules of evidence and rules of procedure.
Represents City agencies concerning administrative remedies and initiatives and interprets policy ordinances and charter requirements.
Drafts and prepares memoranda, motions, briefs and pleadings to be filed in judicial or quasi-judicial proceedings.
Assists attorneys working in specialized areas with research and related activities.

By position, provides agencies with formal legal opinions on matters involving lesser complexity and specialization.
By position, negotiates and prepares contracts, ordinances, leases, deeds, licenses, and other legal documents.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

About You

Preferred Qualifications:

The preferred candidates, in addition to having the required qualifications as listed in the section below, will be attorneys who have:

Experience handling Dependency and Neglect cases;
Experience/knowledge in juvenile law;
Mediation experience and/or a mediation certificate;
Experience in Youth Programs;
An undergraduate degree or minor in Social Work, Juvenile Justice, Sociology and Political Science;
A background working with neighborhood or restorative justice programs;
Experience with programs connected to the Dept. of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP);
A strong commitment to public service; and/or
Strong written and oral advocacy skills.

We realize your time is valuable, so please do not apply unless you have at least the following required minimum qualifications:

Education: Doctor of Jurisprudence Degree or Bachelor of Law Degree.
Experience: Two (2) years of experience as an attorney at law.
Experience/Education Equivalency: No substitution of experience for education is permitted.
License/Certifications: Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application or possession of license from U.S. states that have a reciprocity agreement with the state of Colorado, excluding the following states: California, Delaware, Florida, Louisiana, Maryland, Nevada, Rhode Island, and South Carolina. The preceding list of non-reciprocal admission jurisdictions is intended to be used only as a guide, as rules and regulations of every jurisdiction are subject to change at any time. Positions with the Denver City Attorney's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring.
Licenses and certifications must be kept current as a condition of employment.

CDO# 18594

---

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years

**Posting Date:** January 16, 2019

**Expiration Date:** January 21, 2019

**Contact:** Career Service Authority
Job Posting Contact
201 West Colfax, Department 412 Denver, Colorado 80202 United States

**Resume Receipt:** Other (see below)


**Additional Documents:** Other Documents

**ID:** 18594
Associate Attorney

**Position Type:** Permanent/Full-Time

**Practice Area(s):** Civil Litigation, Criminal Defense, Solo Practice, Wills, Trusts & Estates, Probate

**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**
Busy solo practitioner with two metro Denver offices seeking an Associate Attorney with 0-5 years experience. Ideal candidate is an entrepreneurial self-starter with a desire to build a local practice in the South Metro Denver area. Salary negotiable based on experience. Please send resume and cover letter with salary requirements via email to melissa@clarklegalservices.com.

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years

**Posting Date:** January 13, 2019

**Expiration Date:** January 31, 2019

**Resume Receipt:** E-mail

**Default email for resumes:** Melissa@clarklegalservices.com

**Additional Documents:** Cover Letter

**Requested Document Notes:** Please include salary requirements

**ID:** 18573
Deputy District Attorney I-Jackson County
Colorado 8th Judicial District Attorney's Office (Ft. Collins, CO)

**Position Type:** Permanent/Full-Time

**Practice Area(s):** Criminal Prosecution

**Geographic Preference:** Colorado-Fort Collins/Loveland

**Description:**
The 8th Judicial District Attorney’s Office is hiring for the position of Deputy District Attorney for Jackson County. This is a part-time position. This attorney will be responsible for the prosecution of traffic, misdemeanor offenses, and felony offenses in Jackson County. As a Deputy District Attorney, you will be assigned to cover all aspects of the prosecution of cases, including bonding, pre-trial negotiations, motions practice, hearings, and trials. You will also be required to advise and assist the Jackson County Sheriff on matters relating to the prosecution of these cases. To be considered for the position, you must be currently licensed to practice in Colorado. Interested applicants should submit a resume and cover letter to Assistant District Attorney Mitch Murray at Murraymt@Larimer.org, or 201 LaPorte Avenue, Suite 200, Fort Collins, CO 80521

NOTE: POSITION WILL REMAIN OPEN UNTIL FILLED

**Desired Class Level:** JD Alumni 0-2 years

**Posting Date:** January 15, 2019

**Expiration Date:** February 28, 2019

**Salary Range:** 60,000 - 69,999

**Contact:**
Ms. Jessica L Griglio
Volunteer Coordinator
201 LaPorte Ave, Suite 200 Fort Collins, Colorado 80521 United States
http://larimer.org/da/

**Resume Receipt:** E-mail

**Default email for resumes:** Murraymt@Larimer.org

**Additional Documents:** Cover Letter

**ID:** 18581
San Francisco General Liability Attorney
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Civil Defense, Civil Litigation

**Description:**

General Liability Attorney

Wilson Elser's San Francisco office is currently seeking three General Liability Attorneys.

This is an excellent opportunity for attorneys with general defense litigation, premise liability, security guard, professional liability, or construction experience looking for an engaging role with a national firm that allows for full-time or part-time work arrangements. A successful schedule for these positions could be either a traditional full-time role or an abbreviated work week. Those seeking flexible schedules are welcome to apply.

**The Firm**

Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

**The Position**

**Qualifications**
- JD from an accredited law school
- Admitted to practice in the State of California
- 1-7 years of general liability, premise liability, security guard, professional liability, or construction experience
- A more senior 10-15+ year position is also available
- Must have experience with motion practice and depositions
- 2nd chair trial experience preferred
- Superior written and oral communication skills

**Responsibilities**
- Independently manage a defense litigation caseload from claim inception to mediation, arbitration, resolution, or trial
• Work closely with other attorneys, team members, and partners on legal projects
• Regularly handle court appearances and depositions
• Communicate with clients and provide status reports

Why Should You Apply?
• Excellent Benefits
• Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans

Interested?
Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to AttorneyRecruiting@wilsonelser.com and listing "San Francisco General Liability Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer. Minorities and women are encouraged to apply.

CDO#
18486

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 3-5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 4, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>March 3, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Attorney Recruiting</td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>Other (see below)</td>
</tr>
<tr>
<td>How to Apply:</td>
<td>Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to <a href="mailto:AttorneyRecruiting@wilsonelser.com">AttorneyRecruiting@wilsonelser.com</a> and listing &quot;San Francisco General Liability Attorney&quot; in the subject line.</td>
</tr>
<tr>
<td>Additional Documents:</td>
<td>Cover Letter</td>
</tr>
<tr>
<td>ID:</td>
<td>18486</td>
</tr>
</tbody>
</table>
Stamford Insurance Coverage Associate Attorney
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Civil Litigation, Insurance (Coverage, Bad Faith, Defense)

**Description:**

Wilson Elser's Stamford office currently seeks an Insurance Coverage Associate Attorney.

This is an excellent opportunity for attorneys with insurance coverage experience who are looking to develop in their careers by joining a team within a large, national firm, or for those with general litigation experience who are interested in specializing in insurance coverage.

The Firm
Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves their clients with nearly 800 attorneys across 36 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and are included in the top 50 of The National Law Journal's survey of the nation's largest law firms.

The Position

Qualifications

- JD from an accredited law school
- Admitted to practice in the State of Connecticut
- 1 -5 years of coverage experience
- Experience with D&O, EPL and miscellaneous professional liability insurance products preferred.
- Civil defense litigation experience preferred.
- Superior analytical and research skills
- Strong written and oral communication skills

Responsibilities

- Work closely with other attorneys and Partners on legal projects
- Manage the mediation process from beginning to end
• Communicate with clients and provide legal opinion and guidance on coverage and case resolution.

Why Should You Apply?

• Excellent Benefits
• Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans
• Partnership track position

Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years
Posting Date: January 10, 2019
Expiration Date: March 3, 2019
Contact: Attorney Recruiting
Resume Receipt: Other (see below)
How to Apply: Interested?

Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or sending your credentials to AttorneyRecruiting@wilsonelser.com and putting "Stamford Insurance Coverage Associate Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer; Minorities and Women are encouraged to apply.

Additional Documents: Cover Letter

ID: 18549
**Staff Attorney**

**Position Type:** Permanent/Full-Time

**Practice Area(s):** Family/Domestic Relations, Public Interest

**Geographic Preference:** Colorado-Denver/Boulder/Greeley

**Description:**

PROJECT SAFEGUARD STAFF ATTORNEY

JOB ANNOUNCEMENT

SUMMARY:

Working with Project Safeguard’s Legal Director and team of advocates, the Staff Attorney provides comprehensive legal representation to Project Safeguard’s clients (victims of gender-based violence - domestic violence, sexual assault, and/or stalking), focusing on domestic relations matters (including post-decree issues) and other legal matters that affect a survivor’s ability to thrive. The Staff Attorney will provide services ranging from brief consultations to full representation. The successful applicant will have expertise in domestic relations law, a passion for meeting the legal needs of survivors of gender-based violence, and a demonstrated commitment to social justice. Applicants must be self-motivated and have excellent communication skills and the ability to work well under pressure.

**REQUIRED QUALIFICATIONS:**

Juris Doctorate degree and currently licensed to practice law in Colorado.

Experience providing representation in domestic relations matters.

A comprehensive understanding of the diverse legal needs of victims.

Experience using a trauma-informed approach to providing legal services.

Driver’s license and reliable transportation.

**PREFERRED QUALIFICATIONS:**

3+ years of experience in domestic relations or related areas of law.

Professional experience working with victims of gender-based violence.
Experience in other areas of law related to victims of crime (criminal, dependency and neglect, immigration, landlord/tenant, etc.).

Spanish language proficiency.

RESPONSIBILITIES:

Manage a substantial individual caseload.

Collaborate with the Legal Director, Executive Director, and Legal Advocates regarding the screening, advising, and representation of Project Safeguard clients.

Ensure knowledge of and adherence to current legal statutes, case law and regulations.

Ensure that all files and program records are accurate and up-to-date.

Identify and track data and outcomes to assist in program evaluation and grant reporting.

Collaborate with other advocacy groups on systemic issues.

LOCATION:

Rose Andom Center, 1330 Fox Street, Denver, with frequent travel throughout the Denver Metro Area.

IMMEDIATE SUPERVISOR:

Legal Director

Starting salary is $60,000; excellent benefits, including on-site parking, health, dental and vision insurance, and generous leave. Applications must be received by February 14, 2019; interviews will begin shortly after this date. Send cover letter, résumé and three references to jeyl@psghelps.org.

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 14, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>February 14, 2019</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>60,000 - 69,999</td>
</tr>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>E-mail</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Default email for resumes:</strong></td>
<td><a href="mailto:jeyl@psghelps.org">jeyl@psghelps.org</a></td>
</tr>
<tr>
<td><strong>Additional Documents:</strong></td>
<td>Cover Letter, Writing Sample</td>
</tr>
<tr>
<td><strong>Requested Document Notes:</strong></td>
<td>Writing samples should be no more than 10 pages.</td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18577</td>
</tr>
</tbody>
</table>
Contract Attorney Coordinator
Rocky Mountain Victim Law Center (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** JD Advantage & Emerging Careers

**Description:**
Contract Attorney Coordinator
Class: Full-time; Salaried; Exempt
Salary: Commensurate with Experience
Program: Legal Information Network of Colorado (LINC)
Reports to: Legal Director

SUMMARY
The mission of the Rocky Mountain Victim Law Center (RMvlc) is to transform the criminal justice system to consistently honor the voice of every victim and vigorously safeguard victims' rights. The Legal Information Network of Colorado (LINC) program at RMvlc is a collaborative network of community organizations, which facilitates comprehensive legal information services for crime victims in Colorado. The Contract Attorney Coordinator is responsible for the implementation of a program that will contract with private attorneys to provide unbundled legal services to victims of crime in Colorado. The primary legal issues that will be addressed are post-decree family law and housing cases. This position will provide training and technical assistance to contract attorneys on limited scope representation, trauma informed legal services, and other matters, will provide legal information and limited legal advice to victims of crime, and provide limited direct representation to victims of crime as needed.

**DUTIES AND RESPONSIBILITIES**
- Collaborate with RMvlc staff and the LINC Steering Committee to develop and implement the Contract Attorney program.
- Recruit attorneys to provide contract legal services to crime victims.
- Participate in outreach efforts about LINC, RMvlc, and contract attorney services to legal service organizations, legal providers, and attorneys.
- Provide technical assistance to contract attorneys on unbundled legal services, limited advice, and the relevant ethical and procedural rules.
- Complete intakes and needs assessments of clients as appropriate, and screen clients for eligibility for contract attorney services.
- Connect eligible clients to the appropriate contract attorneys.
- Assist the Executive Director on billing and payment of contract attorneys.
- Participate in grant reporting as requested.
- Provide limited direct representation to victims of crime on civil legal issues as
needed.
• Maintain necessary case files and documentation for clients.
• Participate in weekly case review meetings as appropriate.
• Actively participate in the collection and reporting of data regarding service provision including direct victim services, technical assistance, and trainings.
• Conduct trainings, both in-person and technology assisted, regarding legal issues and victim-centered and trauma-informed services.
• Attend meetings and trainings as requested.
• Perform other duties as assigned.

MINIMUM QUALIFICATIONS
• Juris doctorate and licensed to practice law in Colorado, plus 2-5 years of related experience.
• Demonstrated understanding of civil and criminal legal systems.
• Experience working with victims of violent crime and demonstrated understanding of the impact of trauma.
• Demonstrated commitment and understanding to multiculturalism, diversity, and social justice issues.
• Demonstrated understanding of victim issues, victims’ rights within the state of Colorado, and a passion for RMvlc’s mission.
• Experience working in collaboration and partnership with other victim service providers and multidisciplinary teams.
• High degree of self-motivation, attention to detail, creativity, and flexibility.
• Strong conflict management skills.
• Strong written and verbal communication skills.
• Bilingual Spanish-speaking, preferred.
• Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.

Submit a cover letter, resume, writing sample, references, and salary history by email to Emily Tofte Nestaval, Executive Director, at emily@rmvictimlaw.org. Include, “Contract Attorney Coordinator” in the subject line. Applications will be accepted until position is filled. Applications received by January 18, 2019 will be given priority. No phone calls please.

CDO# 18571

Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years
| **Posting Date:** | January 11, 2019 |
| **Expiration Date:** | January 18, 2019 |
| **Contact:** | Emily Tofte Nestaval  
899 Logan St, Ste 512 Denver, Colorado 80203 United States |
| **Resume Receipt:** | Other (see below) |
| **How to Apply:** | Submit a cover letter, resume, writing sample, references, and salary history by email to Emily Tofte Nestaval, Executive Director, at emily@rmvictimlaw.org. Include, “Contract Attorney Coordinator” in the subject line. |
| **Additional Documents:** | Cover Letter, Writing Sample, Other Documents |
| **Requested Document Notes:** | Submit a cover letter, resume, writing sample, references, and salary history by email to Emily Tofte Nestaval, Executive Director, at emily@rmvictimlaw.org. Include, “Contract Attorney Coordinator” in the subject line. |

**ID:** 18571
San Francisco Part-Time/Flexible Attorney
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Civil Defense, Civil Litigation

**Description:**
General Liability Attorney

Wilson Elser's San Francisco office is currently seeking three General Liability Attorneys.

This is an excellent opportunity for attorneys with general defense litigation, premise liability, security guard, professional liability, or construction experience looking for an engaging role with a national firm that allows for full-time or part-time work arrangements. A successful schedule for these positions could be either a traditional full-time role or an abbreviated work week. Those seeking flexible schedules are welcome to apply.

The Firm
Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

The Position

**Qualifications**
- JD from an accredited law school
- Admitted to practice in the State of California
- 1-7 years of general liability, premise liability, security guard, professional liability, or construction experience
- A more senior 10-15+ year position is also available
- Must have experience with motion practice and depositions
- 2nd chair trial experience preferred
- Superior written and oral communication skills

**Responsibilities**
- Independently manage a defense litigation caseload from claim inception to mediation, arbitration, resolution, or trial
• Work closely with other attorneys, team members, and partners on legal projects
• Regularly handle court appearances and depositions
• Communicate with clients and provide status reports

Why Should You Apply?
• Excellent Benefits
• Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans

Interested?
Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to AttorneyRecruiting@wilsonelser.com and listing "San Francisco General Liability Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer. Minorities and women are encouraged to apply.

CDO#
18486

Desired Class Level: JD Alumni 3-5 years

Posting Date: January 4, 2019

Expiration Date: March 3, 2019

Contact: Attorney Recruiting

Resume Receipt: Other (see below)

How to Apply: Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to AttorneyRecruiting@wilsonelser.com and listing "San Francisco Part-Time/Flexible Attorney" in the subject line.

Additional Documents: Cover Letter

ID: 18488
### Los Angeles Insurance Coverage Associate Attorney

**Wilson Elser (Multiple Locations)**

<table>
<thead>
<tr>
<th><strong>Position Type:</strong></th>
<th>Permanent/Full-Time, Publicly Mined Job (See Disclaimer)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Practice Area(s):</strong></td>
<td>Insurance (Coverage, Bad Faith, Defense)</td>
</tr>
</tbody>
</table>

**Description:**

Insurance Coverage Associate Attorney

Wilson Elser's Los Angeles office is currently seeking an experienced Insurance Coverage Associate Attorney.

This is an excellent growth opportunity for lawyers with experience handling insurance coverage matters who are looking to gain substantive experience, further develop their careers, and take on an important role within a national law firm.

**The Firm**

Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

**The Position**

**Qualifications**

- JD from an accredited law school
- Admitted to practice in the state of California
- 3 - 7 years of experience
- Experience with all areas of insurance coverage such as coverage opinions (CGL, Auto, E&O & D&O) and litigation, including the defense of extra-contractual litigation and excess claims with respect to various types of insurance policies
- Excellent written and oral communications skills
- Legal project management experience is helpful

**Responsibilities**

- Independently manage a caseload of complex insurance coverage and defense matters, working cases from beginning to end
- Represent clients in a wide range of insurance coverage and defense claims
• Provide clients with insurance coverage advice on a variety of subjects, relating to a variety of different matters
• Communicate with clients and provide status reports

Why Should You Apply?
• Excellent Benefits
• Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans

Interested?
Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or sending your credentials to AttorneyRecruiting@wilsonelser.com and putting "Los Angeles Insurance Coverage Associate Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer; Minorities and Women are encouraged to apply.

CDO# 18485

**Desired Class Level:** JD Alumni 3-5 years, JD Alumni 6+ years

**Posting Date:** January 4, 2019

**Expiration Date:** March 4, 2019

**Contact:** Attorney Recruiting

**Resume Receipt:** Other (see below)

**How to Apply:** Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or sending your credentials to AttorneyRecruiting@wilsonelser.com and putting "Los Angeles Insurance Coverage Associate Attorney" in the subject line.

**Additional Documents:** Cover Letter

**ID:** 18485
Polsinelli LLP (Denver, CO)

Position Type: Permanent/Full-Time
Practice Area(s): Oil & Gas, Real Estate
Geographic Preference: Colorado-Denver/Boulder/Greeley

Description:
Polsinelli, a top AmLaw 100 national law firm with a robust and growing real estate practice, is seeking an associate for our Real Estate Practice Group in our Denver office. Interested candidates must possess a high level of academic achievement, solid law firm experience, and superb writing and communication skills. The ideal candidate will possess 3+ years of broad transactional real estate experience, with an emphasis on oil and gas title examination. Polsinelli is particularly interested in those candidates who have the ambition, drive and team-orientation to help grow our national practice. We offer a competitive compensation and benefits package with challenging work in a collegial work environment. Relocation support is available for highly qualified candidates. Qualified applicants should submit a cover letter, resume and law school transcript via polsinelli.com directed to Cristy M. Johnson, Director of Firm-Wide Legal Recruiting.

CDO# 18483

Desired Class Level: JD Alumni 3-5 years, JD Alumni 6+ years
Posting Date: January 14, 2019
Expiration Date: March 4, 2019
Contact: Sara Johnson
Regional Recruiting Coordinator
1515 Wynkoop St Suite 600 Denver, Colorado 80202 United States
Resume Receipt: Other (see below)
How to Apply: https://www.polsinelli.com/careers/lateral-recruiting
Additional Documents: Cover Letter, Unofficial Transcript
ID: 18483
**Director - Community Business Clinic**  
Northeastern University School of Law (Boston, MA)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Corporate/Transactional

**Description:**
Northeastern University School of Law invites applications for an appointment as an Assistant, Associate, or Full Teaching Professor, depending on experience. The position is available starting in August 2019.

The primary responsibility of the individual holding this appointment will be to teach and supervise a well-established Community Business Clinic. The clinic provides services to low-income and other underserved entrepreneurs in the Boston metropolitan area who need assistance with legal issues commonly encountered by start-up businesses, including choice of entity, employee status, supplier contracts, and regulatory hurdles. The clinic also serves as a source of advice for undergraduate entrepreneurs. The pedagogical goals of the clinic involve teaching transactional law practice as well as providing students with a rich experience in representing marginalized clients. The clinician’s primary role is to teach transactional skills to upper level law students in the clinic and to supervise them in the provision of legal services to clinic clients.

The Law School draws clients from a range of organizations in the community, including the university, community development corporations, and non-profit and for-profit organizations that provide funding and support to start-up businesses. The clinician works with these organizations to promote the work of the clinic in the community, to recruit appropriate clients, and to provide excellent service to those clients.

**Desired Class Level:** JD Alumni 3-5 years, JD Alumni 6+ years

**Posting Date:** January 9, 2019

**Expiration Date:** February 9, 2019

**Contact:** Jim Rowan  
Clinic Director

**Resume Receipt:** Other (see below)

**How to Apply:** https://neu.peopleadmin.com/postings/58747

**Additional Documents:** Other Documents

**ID:** 18528
Contract Management Specialist
Colorado Department of Health Care Policy and Financing (Denver, CO)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Practice Area(s): Contracts, JD Advantage & Emerging Careers

Description:
STATE OF COLORADO RESIDENCY REQUIRED

Make a difference-Join HCPF by improving health care access and outcomes for the people we serve while demonstrating stewardship of financial resources.

The Department of Health Care Policy and Financing (Department) offers a competitive benefits package to include the Public Employees Retirement Account (PERA), 401k/457, health/dental insurance options, 10 holidays, accrual of paid sick and vacation/annual time, flex place and flex time. The Department is also centrally located; offers affordable ECO passes; has a fitness center on-site; and a variety of discounts on services and products are available to state employees through the State of Colorado's Work-Life Employment Discount Program. The Department also encourages employees to take advantage of advanced education and offers reduced college tuition through CSU Global for their employees. This Department is a "Tobacco Free Workplace". For more information visit: http://www.colorado.gov/hcpf.

The Benefits and Services Management (BSM) Division exists as part of the Department of Health Care Policy and Financing (HCPF), which is the federally recognized single state agency to administer the Colorado Medicaid program of health care coverage for persons who qualify. The BSM Division administers the state's long-term care programs such as nursing facility, hospital backup, and community long term care programs such as Home and Community Based Services (HCBS) waiver programs. Staff within the Division are responsible for stakeholder relations, policy development and implementation, contract management and performance, program administration and overall Long-Term Services and Support Medicaid program performance. The Division plays an important role in working towards the Department's mission to improve access to cost-effective, quality long term care services and supports.

The Participant Directed Programs Unit within the BSM Division is responsible for developing, implementing, and administering benefit policy for home and community services and programs provided in the home or community settings. The Unit is the lead on Division rules and procedures and overall performance of Participant Direction Policy, Personal Care and Homemaker waiver benefits. Responsibilities include defining the scope of
services to be provided, coordinating a broad spectrum of programs and services to clients, and monitoring utilization, quality and cost effectiveness of program services. The Unit is responsible for maximizing the performance of home and community-based services benefits.

Description of Job
This position serves as a Contract administrator for contracted entities providing long-term care services including but not limited to the Financial Management Services (FMS), Participant Directed Training & Operations, and Program for All-Inclusive Care of the Elderly (PACE) contractors. This position negotiates, manages, and provides oversight of assigned contracts. This position interacts with contractors and Department staff on matters related to contract negotiations, contract terms, contract deliverables, and contractor performance to ensure services are implemented in accordance with regulatory and contractual requirements by conducting regular performance standard reviews. This position works with Department staff to execute, modify and revise contracts. This position conducts research and recommends best practices for PACE contractor oversight, and Financial Management Service (FMS) and training functions, as they relate to participant direction. This position identifies and addresses benefit or policy gaps; solicit participation and respond to written and verbal input from contractors, clients, and stakeholders throughout the benefit policy development process; and assess current and future benefit policies to meet the Department's expectations for a high level of efficiency, economy, and quality of care. This position works with the Centers for Medicare and Medicaid Services (CMS) to ensure compliance with federal requirements in negotiating and executing contracts. The position is required to attend off-site meetings at other agencies, meet with stakeholders and contractors, attend occasional off-site trainings, and present benefit policy information at various conferences and presentation venues. The position provides data analysis for fiscal planning and reporting, federal and state reporting and other requests.

The position provides training and technical assistance to providers, case managers, clients and other stakeholders regarding program operations and contractual requirements. In addition, the position participates in quality assurance and oversight of contracts and services.

The position provides additional support and contract expertise in matters pertaining to consumer directed programs within Colorado. This work includes research and recommendations on service expansion. Elements include analysis of program options, cost, legal and legislative requirements, rulemaking, and stakeholder engagement. Position will identify strategies and utilize best practices for stakeholder engagement and may convene
and facilitate diverse groups to advise on program and policy.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree from an accredited institution in a field of study related to the work assignment.

AND

Two (2) years of professional experience in contract management.

Substitutions:

Additional appropriate experience will substitute for the degree requirement on a year-for-year basis.

Additional appropriate education will substitute for the required experience on a year-for-year basis.

PREFERRED QUALIFICATIONS:

Three or more years of professional experience negotiating, administering, or managing contracts.

Experience developing auditing tools and written procedures.

Professional experience with provider, client, and stakeholder participation and development.

Experience working with Program All-Inclusive Care for the Elderly (PACE).

Experience researching and interpreting complex state and federal rules and regulations.

DEFINITION OF PROFESSIONAL EXPERIENCE: Work that involves exercising discretion, analytical skill, judgment, and personal accountability, and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field; and continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications and methods.

CONDITIONS OF EMPLOYMENT: All positions at HCPF are security sensitive positions and require that the individuals undergo a criminal record background check as a condition of
employment.
Employees who have been disciplinarily terminated, resigned in lieu of disciplinary termination, or negotiated their termination from the State of Colorado must disclose this information on the application.

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

Supplemental Information  Applicants are encouraged to attach a cover letter and resume to their application.

Please note that ONLY your State of Colorado job application will be reviewed during the initial screening; if you submit a resume and cover letter, they will be reviewed in later stages of the selection process. Therefore, it is paramount that you clearly describe all of your relevant experience on the application itself. Applications left blank or marked "SEE RESUME" will not be considered.

Your application will be reviewed against the minimum qualifications for the position. If your application demonstrates that you meet the minimum qualifications, you will be invited
to the comparative analysis process, which is described below.

Comparative Analysis Process

The comparative analysis process will consist primarily of a review of applications against the minimum and preferred qualifications of this position. Applications will be reviewed in comparison to all others in the applicant pool in order to identify a top group of up to 6 candidates who may be invited for a final interview. Depending on the size of the applicant pool, additional selection processes may be utilized to identify a top group of candidates. Applicants will be notified of their status via email.

Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

ADA/AA Accommodations: Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request an accommodation, please contact by phone or email at least five business days before the assessment date to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.

~THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER~

Technical Help
If you experience difficulty in uploading or attaching documents to your online application, call NEOGOV technical support at 877-204-4442 anytime between 6:00 a.m.-6:00 p.m. (Pacific Time).

CDO#
18592

**Desired Class Level:** JD Alumni 0-2 years

**Posting Date:** January 16, 2019
<table>
<thead>
<tr>
<th><strong>Expiration Date:</strong></th>
<th>January 23, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact:</strong></td>
<td>Roberta Lopez</td>
</tr>
<tr>
<td></td>
<td>Contact</td>
</tr>
<tr>
<td></td>
<td>1570 Grant Street Denver, Colorado 80203 United States</td>
</tr>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>Other (see below)</td>
</tr>
<tr>
<td><strong>Additional Documents:</strong></td>
<td>Other Documents</td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18592</td>
</tr>
</tbody>
</table>
Toxic Torts and Products Liability Attorney  
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)  
**Practice Area(s):** Civil Defense, Civil Litigation

**Description:**
Wilson Elser’s San Francisco office is currently seeking two Toxic Tort & Products Liability Attorneys.

This is an excellent opportunity for a defense litigation attorney with products liability, toxic tort, class action, asbestos, talc, benzene, mold, or related general liability experience seeking to grow their professional skills and knowledge and partner with multiple practice groups. A successful schedule for these positions could be either a traditional full-time role or an abbreviated work week. Those seeking flexible schedules are welcome to apply.

The Firm
Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal’s survey of the nation’s largest law firms.

The Positions

**Qualifications**
- JD from an accredited law school
- Admitted to practice in the State of California
- 1-7 years products liability or toxic tort litigation experience
- A second, more senior 10-15+ year position is also available
- Experience with toxic tort, asbestos, benzene, diacetyl, or products liability litigation
- Deposition and trial experience is strongly preferred
- Excellent written and oral communication skills
- Legal project management experience is helpful

**Responsibilities**
- Independently manage a defense litigation caseload from claim inception to mediation, arbitration, resolution, or trial
- Work closely with other attorneys and partners on legal projects
- Regularly handle court appearances and depositions
- Communicate with clients and provide status reports
Why Should You Apply?
• Excellent Benefits
• Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans

Interested?
Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to AttorneyRecruiting@wilsonelser.com and listing "Toxic Tort and Products Liability Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer. Minorities and women are encouraged to apply.

CDO#

18489

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 4, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>March 3, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Attorney Recruiting</td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>Other (see below)</td>
</tr>
<tr>
<td>How to Apply:</td>
<td>Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online or by sending your credentials to <a href="mailto:AttorneyRecruiting@wilsonelser.com">AttorneyRecruiting@wilsonelser.com</a> and listing &quot;Toxic Tort and Products Liability Attorney&quot; in the subject line.</td>
</tr>
<tr>
<td>Additional Documents:</td>
<td>Cover Letter</td>
</tr>
<tr>
<td>ID:</td>
<td>18489</td>
</tr>
</tbody>
</table>
Executive Director
New Mexico Legal Aid, Inc. (Santa Fe, New Mexico)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Description:**

New Mexico Legal Aid (NMLA) seeks an Executive Director to lead New Mexico’s largest civil legal services provider. NMLA fights to secure justice for the low income populations, including Native American and migrant populations, throughout the state.

NMLA’s mission is to be the voice, defender and advocate for low income people seeking justice in all forums, particularly in the communities in which they live. NMLA is committed to helping low income people in their struggle to access food, shelter, security and to preserve their unique cultural heritages.

NMLA is one of New Mexico’s largest law firms and has 11 offices across the state. Through community outreach, videoconferencing and a centralized telephone and online intake system, NMLA strives to serve clients regardless of their distance to a physical office. NMLA has an operating budget of $7.5 million.

High Priority Roles and Responsibilities for the next Executive Director:

- Lead NMLA in strategizing how best to provide legal services to diverse and low income populations throughout New Mexico
- Serve as the public face of NMLA in communities statewide
- Articulate an expansive view of what legal aid can be for all economically disadvantaged people, including Native American and migrant communities, low wage workers, low income tenants, and the LGBTQ community
- Provide leadership and foster collaboration and initiative among the highly effective, motivated and dedicated NMLA staff
- Enhance NMLA’s strong partnerships with other legal aid, advocacy, community, and government organizations throughout New Mexico, including the State Legislature
- Steward NMLA’s stable financial situation, grow its reserves, and expand its governmental and private resource development
· Expand the use of technology to enhance communication and the effective delivery of legal services

· Nurture the values of NMLA as set forth in its strategic plan, including a holistic view of client services, ease of access for new clients, prioritization of strategies that treat the cause of legal problems, and a focus on issues that need systemic advocacy

· Foster diversity throughout NMLA including Staff and Board, and a culture that promotes mutual respect, equity, inclusion, and teamwork for clients, Board and Staff

Desired Qualifications of the Next Executive Director:

· Passionate commitment to advancing the legal rights of low income persons, including Native Americans and migrants, and to the mission of NMLA

· Successful leadership in a multi-million dollar organization, preferably a legal aid program, with a diverse team of administrative, legal, and support personnel, in a multi-office nonprofit organization

· Knowledge of financial matters including development of budgets, compliance with grant and contract requirements, and financial reporting and oversight

· Successful experience in resource development, and a desire to develop and expand the resources of NMLA

· Demonstrated experience working with organizations and individuals with diverse perspectives, including Staff, Board, the public, elected and appointed officials, and clients

· Knowledge of and experience with legislative and administrative processes

· Knowledge of the Legal Services Corporation and state regulatory systems that apply to NMLA

· Outstanding oral and written communication skills, including the ability to motivate and inspire staff and funders

· Experience working with an engaged Board of Directors in the successful
performance of its duties

- Experience working collegially in a Union environment
- Demonstrated knowledge of the laws and issues affecting low income people
- Personal attributes including the ability to engender confidence and trust, honesty, a strong work ethic, a sense of humor, collaborative spirit, and an openness to diverse voices
- Ability to think creatively and encourage innovation
- Willingness to travel throughout New Mexico
- Possession of a JD preferred, with an ability to become licensed in New Mexico, or an advanced degree in an area relevant to NMLA's mission

Applications:

Applications will be accepted until the position is filled. In order to receive full consideration, candidates are urged to submit their materials by February 8, 2019. Please include a letter expressing in detail your interest in the position, your qualifications, and what you hope to contribute to the organization’s future; a current resume; and the names and contact information for three professional references.

Materials should be submitted electronically to ppap@mielegalaid.org in Microsoft Word or pdf format.

NMLA is being assisted in the search by Patricia Pap, Executive Director, Management Information Exchange, 508-737-4010, ppap@mielegalaid.org. Candidates with questions about the position or process are encouraged to contact her.

NMLA offers a competitive salary and benefits package. NMLA is an equal opportunity employer and welcomes all interested candidates to apply.
About New Mexico Legal Aid:

In a state where almost half a million or 25% of its residents live below the poverty line, New Mexico Legal Aid strives to maintain a high level of service to promote family safety and economic security for its clients. For every 14,000 poor persons, there is one legal aid attorney at NMLA. Its work is dedicated to individuals and families who lack adequate resources for basic human needs with the goal of securing safe housing, food, income, and personal safety.

NMLA’s 2018 priorities include: 1) family law, especially cases involving domestic violence; 2) access to affordable housing; 3) access to and retention of public benefits; and 4) access to quality health care. NMLA also assists clients who have employment and consumer problems, and civil rights issues. In addition, NMLA gives special focus to land, acequia and water rights issues; federal and tribal legal issues affecting Native Americans, including jurisdictional disputes, and civil and criminal cases occurring in tribal court; cases involving migrant farmworker rights, including safe working conditions, wage theft and human trafficking; and tax disputes in a Low Income Taxpayer Clinic.

New Mexico Legal Aid has 11 office locations serving all counties in New Mexico. NMLA connects its offices and individual staff computers with teleconferencing and video capabilities. Its statewide computer network provides for secure file sharing and remote access. It has received several Legal Services Corporation Technology Initiative Grants that have supported its online 24/7 intake portal.

During the past four years, NMLA has closed 14,250 cases statewide. Approximately 54% of all NMLA cases during the past four years originated in the State’s urban areas in Bernalillo, Sandoval and Santa Fe Counties in the north central part of the State and in Dona Ana County in the south. The remaining 46% of cases came from rural and tribal communities throughout the State.
In addition to case services, NMLA’s community outreach and online information provide potential clients, their families, and local community leaders information as to NMLA’s services. Its main web site – www.newmexicolegalaid.org – logs 6,000 visits a month.

NMLA’s budget of $7.5 million comes from grants and contracts from federal, state, and private sources. Its largest sources of funding are the federal Legal Services Corporation (approximately 48%) and State Government Civil Legal Services and other state contracts (approximately 36%). NMLA has 68 staff, including 42 attorneys.

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years

**Posting Date:** January 7, 2019

**Expiration Date:** February 8, 2019

**Contact:** Patricia Pap  
Executive Director  
PO Box 32197 Santa Fe, NM 87501 Santa Fe, New Mexico 87501 United States

**Resume Receipt:** Other (see below)

**How to Apply:** Materials should be submitted electronically to ppap@mielegalaid.org in Microsoft Word or pdf format.

NMLA is being assisted in the search by Patricia Pap, Executive Director, Management Information Exchange, 508-737-4010, ppap@mielegalaid.org. Candidates with questions about the position or process are encouraged to contact her.

**Additional Documents:** Cover Letter

**Requested Document Notes:** Please include a letter expressing in detail your interest in the position, your qualifications, and what you hope to contribute to the organization’s future; a current resume; and the names and contact information for three professional references.

3 references to be included
Title IX Intake Specialist
Rocky Mountain Victim Law Center (Denver, CO)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Practice Area(s): JD Advantage & Emerging Careers

Description:
Title IX Intake Specialist
1.0 full-time equivalent, Salaried, Exempt
Salary: Commensurate with experience
Program: Title IX Legal Services
Reports to: Client Services Director

SUMMARY
The mission of the Rocky Mountain Victim Law Center (RMvlc) is to transform the criminal justice system to consistently honor the voice of every victim and vigorously safeguard victims’ rights. RMvlc is seeking an Intake Specialist for its Title IX program. The Title IX Intake Specialist offers key assistance and support to individuals who seek RMvlc’s services for assistance in navigating their Title IX rights. The Title IX Intake Specialist provides direct service to victims and service providers. In collaboration with other RMvlc staff members, this position will assist with the prioritization and selection of cases.

Specific Duties & Responsibilities:
• Conduct and coordinate completion of initial needs assessments and intakes with victims who contact RMvlc for services.
• Conduct and coordinate completion of initial intakes with service providers for technical assistance requests.
• Work in collaboration with RMvlc staff to determine the legal needs of victims related to criminal, civil, and Title IX issues and proceedings that stem from victimization.
• Assist clients receiving services through RMvlc including, but not limited to, the provision of victim advocacy and support, offering legal resources, legal information, and legal options.
• Provide clients, and other service providers who contact RMvlc, with information about the legal systems, both criminal and civil, and about rights afforded to victims under Title IX in educational settings.
• Maintain necessary case files and documentation for clients.
• Schedule presentations and trainings for staff related to victims’ rights and legal options.
• Assist in gathering grant data, evaluation surveys, and research assessments for all clients and programs per RMvlc policies and procedures.
• Attend meetings and trainings as required.
• Perform other duties as necessary.

Additional Duties Specific to the Title IX Program
• Assist in scheduling and attending outreach throughout Colorado related to the Title IX program.
• Assist in scheduling trainings related to Title IX and legal options available to victims.
• Assist with necessary program development tasks as needed.

Minimum Qualifications:
• Bachelor’s degree in social work, similar field, or similar experience and 1-3 years of related experience.
• An understanding of trauma and experience working with victims.
• Bilingual Spanish-speaking strongly preferred.
• Demonstrated understanding of victim issues and a passion for RMvlc’s mission.
• Strong written and verbal skills.
• Experience working in collaboration and partnership with other victim service providers and multidisciplinary teams.
• Exceptional time-management and the ability to manage multiple projects and tasks.
• Excellent organizational skills and the ability to prioritize projects.
• Computer literacy including Microsoft Office products: Word, Excel, and PowerPoint.
• Conflict management skills.
• Demonstrated high level of diplomacy, sound judgment, and discretion when dealing with clients, volunteers, and other community professionals.
• Strong work ethic, initiative, self-motivation, flexibility, and attention to detail.
• Knowledge of the criminal and civil legal system and Title IX protections, preferred.

TO APPLY
Please submit a cover letter, resume, writing sample, and salary history by email to Emily Tofte Nestaval, Executive Director, at emily@rmvictimlaw.org. Include, “Title IX Intake Specialist” in the subject line.
Applications will be accepted until position is filled. Applications received by January 18, 2019.
No phone calls please.
Assistant Federal Public Defender - Colorado Trial Division
United States Office of the Federal Public Defender- District of Colorado (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Description:**

The Federal Public Defender for the District of Colorado and Wyoming seeks a superior trial attorney to join our office in Denver. The Office of the Federal Public Defender operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals who are unable to afford counsel and prosecuted in our federal courts.

Job Description: This is a full-time position, dedicated to all stages of the magistrate and district court proceedings. Our attorneys are expected to be zealous advocates of the highest caliber, devoted to the defense of the poor and enforcement of the Bill of Rights. There is extensive motions practice and courtroom litigation.

Defender attorneys may not engage in the private practice of law.

Applicants must be 1) a graduate of an accredited law school; 2) licensed by the highest court of a state, federal territory, or the District of Columbia; 3) a member in good standing in all courts where admitted to practice; and 4) a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check and an IRS background check.

The successful applicant will have at least five years of substantial criminal defense jury trial experience. Substantial criminal defense jury trial experience includes primary responsibility for felony cases, experience with scientific expert witness challenges and examinations, dispositive motions practice, and management of voluminous discovery. Applicants with direct file capital defense experience are strongly preferred. Direct file capital defense experience includes front-end case prep, charge to verdict case management and presentation, Colorado Method jury selection and post-verdict litigation. A strong and established work ethic, a demonstrated commitment to criminal defense, a team-oriented professional demeanor, and a reputation for personal integrity are core requirements. Superior research and writing skills are required. Extensive travel, largely within the District of Colorado, but also within the continental United States, is required.

Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications. Benefits
include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

How to Apply: Apply by submitting a letter of interest, resume, and a writing sample that is your own work. E-mailed and faxed applications will not be considered. Interviews will be conducted in person. Cost of travel must be paid by the applicant. This position is subject to the availability of funds, and is open until filled.

The Federal Public Defender is an equal opportunity employer.

**Desired Class Level:** JD Alumni 3-5 years, JD Alumni 6+ years

**Posting Date:** January 8, 2019

**Expiration Date:** February 14, 2019

**Contact:** Kim W. Bechard
8060 E. Girard Ave., Suite 1000 Denver, Colorado 80202 United States

**Resume Receipt:** Other (see below)

**How to Apply:** [http://www.cofpd.org/employment/trial-attorney.html](http://www.cofpd.org/employment/trial-attorney.html)

Applications must be mailed to

Kim W. Bechard
Administrative Officer
Office of the Federal Public Defender
633 17th Street, Ste #1000
Denver CO 80202

**Additional Documents:** Cover Letter, Writing Sample

**Requested Document Notes:** Apply by submitting a letter of interest, resume, and a writing sample that is your own work.

**ID:** 18522
Associate Attorneys / Multiple Levels
Hall & Evans, L.L.C. (Denver, CO)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Civil Litigation

**Description:**
Hall & Evans, LLC, a well-established and growing Regional law firm has multiple opportunities for Associate level attorneys with varying amounts of litigation experience in one or more of the following areas:

- Construction Design & Defect
- Employment
- Environmental, Natural Resources & Toxic Tort Law
- Hospitality & Retail
- Life, Accident, Health & Disability Insurance
- Premises Liability
- Products Liability
- Professional Liability
- Real Estate Litigation
- Sports & Recreation Law

These opportunities are both in designated practice areas and generalist attorneys who will work in many practice areas. Prior insurance defense &/or trial experience a definite plus, but not required. If you are considering a change and looking for the right opportunity, then this could just what you’re looking for!! Please submit your application materials for immediate consideration. All inquiries are totally confidential.

- Currently licensed and in good standing to practice law in Colorado;
- Strong research and analytical skills;
- Well-developed writing skills;
- Proficient Microsoft Office Word and Outlook skills;
- Excellent communication skills;
- An exceptional work ethic and a desire to exceed client expectations;
- Strong academic background.

**FIRM WEBSITE**

https://www.hallevans.com/
<table>
<thead>
<tr>
<th>CDO#</th>
<th>18576</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desired Class Level:</strong></td>
<td>JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years</td>
</tr>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 14, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>February 14, 2019</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td></td>
<td>Job Posting Contact</td>
</tr>
<tr>
<td></td>
<td>1125 17th Street Denver, Colorado 80202 United States</td>
</tr>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>Other (see below)</td>
</tr>
<tr>
<td><strong>How to Apply:</strong></td>
<td><a href="https://www.indeed.com/m/viewjob?jk=81f30de80e68db5d&amp;from=ja&amp;alid=5a7ccaf1e4b01b6d4724b2d0&amp;utm_campaign=job_alerts&amp;utm_medium=email&amp;utm_source=jobseeker_emails&amp;rgtk=1d121qmpu2gjn803">Link</a></td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18576</td>
</tr>
</tbody>
</table>
Miami Litigation Associate Attorney  
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)  
**Practice Area(s):** Civil Defense, Civil Litigation

**Description:**
Wilson Elser's Miami office currently seeks a Litigation Associate Attorney.

This is an excellent opportunity for attorneys with litigation experience who are looking to expand their skillset and knowledge into Commercial Litigation and/or Professional Liability.

**The Firm**
Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

**The Position**

**Qualifications**
- JD from an accredited law school  
- Admitted to practice in the State of Florida  
- 4+ years of defense litigation experience  
- Experience with professional liability and commercial litigation a plus  
- Superior analytical skills  
- Strong written and oral communication skills  
- Legal project management experience is helpful

**Responsibilities**
- Independently manage a litigation caseload, working cases from beginning to end  
- Work closely with other attorneys and Partners on legal projects  
- Regularly handle court appearances and depositions  
- Communicate with clients and provide status reports

**Why Should You Apply?**
- Excellent Benefits  
- Professional development programs including in-house CLE and National Attorney Training  
- Generous PTO plan  
- Excellent growth and advancement opportunities  
- Corporate Discount Plans
Assistant City Attorney  
City of Brighton (Brighton, CO)  

**Position Type:** Permanent/Full-Time  
**Practice Area(s):** Contracts, Government Contracts, Labor & Employment (management-side), Land Use/Zoning  
**Geographic Preference:** Colorado-Denver/Boulder/Greeley  

**Description:**  
Position Overview:  
Under the direction of the City Attorney, the Assistant City Attorney will be responsible for handling a broad range of municipal law matters, including providing legal counsel to the City Council, City departments, and boards and commissions. This is not a litigation track position, but will involve some litigation work, including appeals and judicial review under C.R.C.P. 106.  

This position must work well independently and with teams, while providing excellent, respectful customer service and human relations skills which support the City of Brighton’s mission and values.  

This position reports to the City Attorney. This is an exempt and at-will position.  

**Essential Responsibilities and Duties:**  
➢ Acts as legal resource and advisor to City departments and staff, including attending meetings to answer legal questions as needed, preparing comprehensive and timely written opinions on a variety of topics, identifying legal issues, conducting legal research, and communicating and documenting legal advice.  
➢ Advises the City Attorney and municipal clients of pertinent changes and proposed changes in municipal, state, federal, and civil law and recommends action, if appropriate.  
➢Drafts, amends, and reviews legal documents, including ordinances, resolutions, agreements, City Council staff reports, contracts, intergovernmental agreements, deeds, and leases.  
➢ Develops specialized expertise in various designated areas of law, including employment law/human resources.  
➢ Acts as counsel for City boards and commissions, including meetings and hearings.
➢ Represents the City in federal and state court, and in administrative agency proceedings.

➢ May act as substitute counsel for City Council.

➢ Assigns appropriate legal activity to paralegal.

➢ Researches and prepares materials, and may conduct training on, a variety of legal topics.

➢ Performs additional duties as assigned.

Knowledge, Skills, and Abilities – The ideal candidate will demonstrate:

➢ Sound knowledge of the City Charter, ordinances, codes, policies, procedures, practices, and general municipal operations, including how to access and apply municipal laws, rules, and regulations.

➢ Knowledge of federal and state court, rules of civil procedure and evidence, and rules of professional conduct.

➢ Advanced knowledge of techniques and resources for conducting legal research.

➢ Ability to advocate legal positions on behalf of the City in a variety of venues.

➢ Strong ability to review, read, interpret, and explain facts, abstract concepts, and law to a variety of audiences.

➢ Strong written and oral communication skills; a clear and concise writer and speaker (no “legalese”), articulate, intellectually honest, and direct without being abrasive.

➢ Ability to maintain discretion and confidentiality with sensitive legal matters and inquiries.

➢ Diplomacy and political astuteness while remaining apolitical, with strong situational awareness and common sense.

➢ Proficiency in typical office software, including, but not limited to, Microsoft Office and Google Suite programs, and general ability to learn new software programs.

➢ A respectful attitude towards both coworkers and Brighton citizens that promotes teamwork, open communication, integrity, trust-building, and effective customer service.
➢ Appropriate level of initiative and judgment to make decisions within the scope of assigned authority.

➢ Ability to adjust rapidly to re-prioritized work schedule and remain calm under pressure.

Minimum Required Qualifications:

Law degree (JD, LLB) and licensed to practice law in the State of Colorado.

Preferred Qualifications:

➢ Prior experience in a governmental law office
➢ Specialized knowledge of employment law/human resources and contract law
➢ Experience in litigation, including appeals and judicial review under C.R.C.P. 106
➢ Federal court admission

Miscellaneous Requirements

Work is primarily performed indoors and is primarily sedentary in nature. Must demonstrate the ability to meet the physical demands of the job, which include but may not be limited to lifting and/or carrying up to 10 pounds, walking, standing, hand/eye coordination to operate a computer system, speech and hearing to maintain communication during the normal course of work.

Valid Colorado driver’s license with safe driving record.

Ability to complete FEMA ICS 100 and IS 700 training within six (6) months of hire.

Work hours for this position are generally Monday through Friday, 8am - 5pm. Additional evening hours will be required for meetings outside of work hours.

CDO# 18563
<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Date:</td>
<td>January 15, 2019</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>February 8, 2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Jack Bajorek</td>
</tr>
<tr>
<td></td>
<td>City Attorney</td>
</tr>
<tr>
<td></td>
<td>500 S 4th St Brighton, Colorado 80601 United States</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.brightonco.gov">http://www.brightonco.gov</a></td>
</tr>
<tr>
<td>Resume Receipt:</td>
<td>Other (see below)</td>
</tr>
<tr>
<td>How to Apply:</td>
<td><a href="https://www.governmentjobs.com/careers/brightonco">https://www.governmentjobs.com/careers/brightonco</a></td>
</tr>
<tr>
<td>Additional Documents:</td>
<td>Cover Letter, Writing Sample</td>
</tr>
<tr>
<td>ID:</td>
<td>18563</td>
</tr>
</tbody>
</table>
Litigation Attorney
Overturf McGath & Hull P.C. (Denver, CO)

Position Type: Permanent/Full-Time

Practice Area(s): Civil Litigation, Commercial, Construction, Insurance (Coverage, Bad Faith, Defense), Labor & Employment (Plaintiff-side), Products Liability

Geographic Preference: Colorado-Denver/Boulder/Greeley

Description:
Overturf McGath & Hull, P.C., a premier regional, general civil litigation firm providing representation to clients emphasizing tort litigation, products liability, construction and commercial litigation, employment law, and general business law, seeks attorney with 3 to 5 years litigation experience and current Colorado license. Licensure in Wyoming, Nebraska, Montana or New Mexico a plus. Responsibilities include pre-trial and trial work, motion practice, depositions, case management, and client contact. Salary commensurate with experience.

Please send resume, current writing sample and reference list to “Hiring Attorney” at rl@omhlaw.com.

Overturf McGath & Hull, P.C., is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, sex, sexual orientation, gender identity, age, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

CDO NOTE: If this position is of interest to you, the CDO recommends applying as soon as possible as the employer may fill the position prior to the application deadline. To have your materials reviewed, contact the CDO today.

CDO ID #
18512

Desired Class Level: JD Alumni 3-5 years, JD Alumni 6+ years

Posting Date: January 7, 2019

Expiration Date: March 31, 2019

Contact: Ms. Renae Geesey
Office Administrator
625 E. 16th Ave. Denver, Colorado 80203 United States
<table>
<thead>
<tr>
<th><strong>Resume Receipt:</strong></th>
<th>Other (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How to Apply:</strong></td>
<td><a href="mailto:rl@omhlaw.com">rl@omhlaw.com</a></td>
</tr>
<tr>
<td><strong>Additional Documents:</strong></td>
<td>Cover Letter, Writing Sample</td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18512</td>
</tr>
</tbody>
</table>
**Corporate & Transactional / Associate / Multiple Offices**  
Polsinelli LLP (Denver, CO)

**Position Type:** Permanent/Full-Time  
**Practice Area(s):** Corporate/Transactional  
**Geographic Preference:** *** All Nationwide ***

**Description:**  
Polsinelli, a top AmLaw 100 national law firm, has an immediate need for highly-qualified and motivated mid-level associates in our Corporate and Transactional Practice Group. These positions will be based in our Kansas City, St. Louis, Denver, Dallas, Chicago and Los Angeles offices. Associates will focus on drafting and negotiating transactional matters and will be given the opportunity to work directly with clients. Interested candidates must possess a high level of academic achievement, as well as superb writing, problem-solving and communication skills. Candidates should also have a minimum of 2+ years of business and transactional experience, including M&A, joint venture or other complex commercial transactions and experience in a law firm or similar environment. We offer a competitive compensation and benefits package with challenging work in a collegial work environment. Relocation support is available for highly qualified candidates. Qualified applicants should submit a cover letter, resume and law school transcript via polsinelli.com directed to Cristy M. Johnson, Director of Firm-Wide Legal Recruiting.

CDO#  
18481

**Desired Class Level:** JD Alumni 0-2 years, JD Alumni 3-5 years, JD Alumni 6+ years

**Posting Date:** January 4, 2019  
**Expiration Date:** March 4, 2019

**Contact:** Sara Johnson  
Regional Recruiting Coordinator  
1515 Wynkoop St Suite 600 Denver, Colorado 80202 United States

**Resume Receipt:** Other (see below)

**How to Apply:** [https://www.polinelli.com/careers/lateral-recruiting](https://www.polinelli.com/careers/lateral-recruiting)

**Additional Documents:** Cover Letter, Unofficial Transcript

**ID:** 18481
Litigation Associate
Cole Schotz PC

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Practice Area(s): Bankruptcy, Commercial Litigation

Description:

COLE SCHOTZ P.C.

LITIGATION ASSOCIATE- DELAWARE OFFICE:

Major law firm seeks an associate with 4 years experience in commercial and corporate litigation matters (bankruptcy litigation experience a plus) to join our Delaware Office and be part of a team working on matters in Delaware, New York, New Jersey, Maryland, Texas and Florida. Large and experienced department of 50 full-time litigation attorneys with a sophisticated practice offering an extraordinary opportunity for challenging, interesting, and rewarding work. We seek a motivated individual devoted to meeting the highest standards of excellence and serving clients, and who wants to be part of an established and dynamic office and firm. Strong academic credentials and excellent oral and written communication, research and analytical skills are required. Delaware Bar required, additional Bar(s) New York, New Jersey, Pennsylvania, Maryland, Texas, District of Columbia and/or Virginia and a plus. We offer an excellent compensation package and benefits program. Please e-mail resume for consideration to:

Gayle P. Englert
Chief Human Resources Officer
Cole Schotz P.C.
Court Plaza North
25 Main Street, P.O. Box 800
Hackensack, NJ 07602-0800
genglert@coleschotz.com

Please visit us at our website. www.coleschotz.com

NEW JERSEY/ NEW YORK/ DELAWARE/ MARYLAND/ TEXAS/FLORIDA
<table>
<thead>
<tr>
<th><strong>Desired Class Level:</strong></th>
<th>JD Alumni 3-5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 11, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>February 16, 2019</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Gayle P. Englert</td>
</tr>
<tr>
<td></td>
<td>Main Street, P.O. Box 800 Hackensack, NJ Hackensack, New Jersey 07602-080025 United States</td>
</tr>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>E-mail, Accumulate Online</td>
</tr>
<tr>
<td><strong>Default email for resumes:</strong></td>
<td><a href="mailto:genglert@coleschotz.com">genglert@coleschotz.com</a></td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18561</td>
</tr>
</tbody>
</table>
**Associate Attorney**  
Fredericks Peebles & Morgan LLP (Omaha, NE)

**Position Type:** Permanent/Full-Time  
**Practice Area(s):** Indian/Native American/Tribal

**Description:**

ASSOCIATE ATTORNEY

Fredericks Peebles & Morgan LLP is a nationwide law firm dedicated to the representation of American Indian tribes and organizations. Our firm goes beyond basic legal services to include legislative and governmental issues, corporate and financial affairs, energy and tax issues as well as litigation in many forums, including state, federal, and tribal courts.

We are seeking an Associate Attorney with 2-5 years of experience for our Louisville, Colorado office.

Minimum Qualifications include:

- Juris Doctorate degree from an ABA accredited law school
- Status as an active member in good standing of the bar in at least one state jurisdiction and willing to obtain licensure in Colorado
- Experience working with Indian tribes and/or tribal entities on a wide variety of legal issues preferred
- Proven skills in effectively communicating with tribal clients, opposing counsel, and federal/state/tribal agency representatives
- Excellent analytical, research, and writing abilities
- Ability to work well independently and as a team in a fast paced environment
Your contributions are rewarded with a “Total Compensation” package including a competitive salary, bonus potential and an excellent benefit package to include Medical insurance, Dental insurance, Vision Insurance, Long Term Disability coverage, Life Insurance and a 401K plan.

Please send your resume, cover letter with salary requirements, writing sample, and law school transcripts (if graduated from law school less than 5 years ago) to:

Sara Marsella, Office Manager
Fredericks Peebles & Morgan LLP
smarsella@ndnlaw.com
1900 Plaza Drive, Louisville, CO 80027

Position is open until filled.

CDO#
18597

Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years

Posting Date: January 16, 2019

Expiration Date: February 16, 2019

Contact: Ann Hacker
Director of Human Resources
3610 N 163rd Plaza Omaha, Nebraska 68116 United States
http://www.ndnlaw.com

Resume Receipt: Other (see below)

How to Apply: Please send your resume, cover letter with salary requirements, writing sample, and law school transcripts (if graduated from law school less than 5 years ago) to:
Sara Marsella, Office Manager
Fredericks Peebles & Morgan LLP
smarsella@ndnlaw.com
1900 Plaza Drive, Louisville, CO 80027

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
Requested Document Notes: See How To Apply
ID: 18597
San Francisco Senior Litigation Attorney
Wilson Elser (Multiple Locations)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Practice Area(s): Civil Defense

Description:
Wilson Elser's San Francisco office is currently seeking a Senior Litigation Attorney to assist with high profile, complex cases.

This is an excellent opportunity for a civil defense attorney with experience defending hotels and/or retailers as well as mass injury or casualty events looking to take on a mentorship role in a dynamic and growing practice team. Total compensation package for this role exceeds $200,000.

The Firm
Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

The Position

Qualifications
• JD from an accredited law school
• Must be admitted to practice in California; NV license is a plus
• 10+ years civil defense litigation experience
• Experience defending premise liability, security guard liability, and multi-plaintiff claims
• Exceptional organizational and reporting skills
• Excellent written and oral communication skills
• Legal project management experience is helpful

Responsibilities
• Independently manage a litigation caseload, working cases from beginning to end
• Work closely with other attorneys and Partners on legal projects
• Regularly handle court appearances and depositions
• Communicate with clients and provide status reports

Why Should You Apply?
• Excellent Benefits
• Professional development programs including in-house CLE and National Attorney Training
• Generous PTO plan
• Excellent growth and advancement opportunities
• Corporate Discount Plans
• Total compensation package exceeds $200,000

Interested?
Wilson Elser is a firm who focuses our commitment to both our clients and you! Please consider joining our team by applying online.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer; Minorities and Women are encouraged to apply.

**Desired Class Level:** JD Alumni 6+ years

**Posting Date:** January 10, 2019

**Expiration Date:** March 1, 2019

**Contact:** Attorney Recruiting

**Resume Receipt:** Other (see below)

**How to Apply:** Interested?
Wilson Elser is a firm who focuses their commitment to both their clients and you! Please consider joining our team by applying online at wilsonelser.com

**Additional Documents:** Cover Letter

**ID:** 18548
Staff Attorney  
Juvenile Law Center (Philadelphia, PA)

Position Type: Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

Practice Area(s): Children/Juvenile

Description:  
Juvenile Law Center advocates for rights, dignity, equity and opportunity for all youth in the child welfare and justice systems.

Founded in 1975, Juvenile Law Center is the first non-profit, public interest law firm for children in the country. Through litigation, appellate advocacy and submission of amicus (friend-of-the-court) briefs, policy reform, public education, training, consulting, and strategic communications, we fight for children who come into contact with the child welfare and justice systems. Widely published and internationally recognized as leaders in the field, Juvenile Law Center has substantially shaped the development of law and policy on behalf of youth. We strive to ensure that laws, policies, and practices affecting youth advance racial and economic equity and are rooted in research, consistent with children’s unique developmental characteristics, and reflective of international human rights values.

Position Purpose  
The staff attorney will work on projects in many of our work areas, collaborating in a highly collegial atmosphere with attorneys, communications, development, and operations staff, and in partnership with colleagues around the state and country. The work will include litigation, policy advocacy, public education, media advocacy, legal and non-legal writing, training, technical assistance, coordinating state or national reform efforts including organizing and facilitating meetings, and other duties as assigned. We are committed to equity and inclusion internally and in our work. The ideal candidate will have some experience raising creative and effective civil rights arguments to challenge inequities in public systems. We value youth voice and the ideal candidate should also be able to work alongside youth advocates to further our mission. The job will require some travel in Pennsylvania and nationally.

Essential Functions (include, but not limited to):

Think strategically about opportunities to advocate for child welfare and justice systems that are developmentally appropriate, racially equitable, and supportive of youth, families and communities  
Engage in impact litigation and appellate advocacy to shape the field of youth law,
including drafting memoranda, motions, and briefs as well as oral advocacy and trial participation as needed
Engage in policy reform efforts, including analyzing statutes and regulations, drafting fact sheets and publications, and convening key stakeholders
Provide public education at conferences, convenings, and meetings
Provide technical assistance to lawyers, social workers, advocates, and other stakeholders on child welfare and juvenile justice issues

Responsibility Level:

The Staff Attorney reports to the managing attorneys overseeing each of Juvenile Law Center's litigation and policy advocacy program areas.

Qualifications

J.D. required

At least three years of experience in juvenile and criminal justice, child welfare, or a closely related civil rights field

Demonstrated commitment to advancing children's rights, civil rights, and racial and economic justice through impact litigation, appellate advocacy and policy reform

Exceptional research, writing, and verbal communication skills
The ability to work collaboratively with people from different backgrounds, life experiences and levels of legal training

Superb interpersonal, effective communication, time management, and organizational skills

Curiosity and eagerness to continue learning new skills, grow professionally, and take on new challenges

Demonstrated meticulous attention to detail along with outstanding initiative, analytical and critical thinking and problem-solving skills
Proven ability to work independently with excellent judgment and professionalism

Able to prioritize requests, track and manage multiple tasks simultaneously, and meet deadlines

Salary
Salary is commensurate with experience. Juvenile Law Center offers excellent health care benefits, disability insurance and life insurance.

CDO# 18492

**Desired Class Level:** JD Alumni 3-5 years

**Posting Date:** January 4, 2019

**Expiration Date:** January 11, 2019

**Contact:** Unknown Contact

**Resume Receipt:** Other (see below)

**How to Apply:** https://jlc.org/careers/full-time-positions/staff-attorney

To Apply
Send cover letter describing interests and experience, a resume, list of three references and a writing sample in a single PDF to:

Human Resources
hr@jlc.org
Subject Line: Staff Attorney Application

As an equal opportunity employer, Juvenile Law Center strives to be an inclusive space that affirms and celebrates the diverse backgrounds, learned and lived expertise, and individual perspectives of our staff. We are committed to building a diverse staff and are dedicated to uplifting the voices of under-represented communities as it pertains to race, color, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, marital or parental status, disability, religion, national origin, and/or child welfare or justice system involvement. We do not discriminate or exclude prospective employees based on criminal backgrounds or ex-
offender status.

Applicants striving to advance equity for youth in the child welfare and justice systems, who fit into any under-represented group, are encouraged to apply and self-identify during the application process.

Applications will be reviewed on a rolling basis until January 11, 2019.

Careers

**Additional Documents:** Cover Letter, Writing Sample, Other Documents

**Requested Document Notes:** Send cover letter describing interests and experience, a resume, list of three references and a writing sample in a single PDF.

**ID:** 18492
NYC Employment and Labor Associate Attorney
Wilson Elser (Multiple Locations)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Practice Area(s):** Civil Litigation, Labor & Employment (management-side)

**Description:**
The Firm
Wilson Elser is a full-service and leading defense litigation law firm who faithfully serves our clients with more than 800 attorneys, across 37 offices in the United States and one in London. Founded in 1978, we rank among the top 200 law firms identified by The American Lawyer and 53rd in The National Law Journal's survey of the nation's largest law firms.

The Position

Qualifications
- JD from an accredited law school
- Must be admitted to practice in New York
- 2 - 5 years of employment and labor litigation experience including discrimination, retaliation, wage and hour, labor grievances and public accommodation claims
- Experience with client counseling and handling depositions, dispositive motions, mediations and arbitrations in the employment and labor arena is a plus
- Knowledge of federal and state rules of civil procedures
- Excellent writing skills required

Responsibilities
- Independently manage a caseload involving employment and labor matters from claim inception to end
- Work closely with other attorneys and Partners on legal projects and assignments
- Regularly handle court appearances and depositions
- Communicate with clients regarding legal counseling and to provide status reports

Why Should You Apply?
- Excellent Benefits
- Professional development programs including in-house CLE and National Attorney Training
- Generous PTO plan
- Excellent growth and advancement opportunities
- Corporate Discount Plans
Desired Class Level: JD Alumni 0-2 years, JD Alumni 3-5 years

Posting Date: January 11, 2019

Expiration Date: March 11, 2019

Contact: Attorney Recruiting

Resume Receipt: Other (see below)

How to Apply: Interested?
Please consider joining our team by applying online or sending your credentials to AttorneyRecruiting@wilsonelser.com and putting "NYC Employment & Labor Associate Attorney" in the subject line.

We are committed to cultivating an environment that embraces and promotes diversity as a fundamental value. We are an Equal Opportunity Employer. Minorities and Women are encouraged to apply.

Additional Documents: Cover Letter

ID: 18567
**Victim Advocate**
Arapahoe County Sheriff’s Office (Arapahoe County)

**Position Type:** Permanent/Full-Time, Publicly Mined Job (See Disclaimer)

**Description:**
Under the direct supervision of the Victim Assistance Coordinator, this position provides professional and administrative support, information and resources to victims of crimes.

***ANTICIPATED HIRING RANGE IS $45,973.00 - $57,467***

**Duties**

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. In addition, the Sheriff’s Office reserves the right to change the duties and essential functions of this job at any time.

Provides comprehensive direct services to crime victims while fulfilling responsibilities mandated by the Victim Rights Amendment, including first response with victims of crime in unincorporated Arapahoe County, the City of Centennial, and other jurisdictions as requested.

Educates (and assists if necessary) victims or other community members on how to obtain and enforce protection orders.

Provides crisis intervention in the immediate aftermath of a crime through the investigation and the return of property.

Aids victims in their effort towards the process of recovery, through intervention and advocacy.

Functions as a liaison between victims, other community members, and allied professionals with Patrol and Detention Deputies, Investigators, and the criminal justice system in its entirety.

Provides information and referrals to community programs and resources as well as assists with applications and requirements for Victim Compensation if needed.

Transports victims and/or their families to shelters or other safe locations as needed throughout the investigation process.

Provides support and case status information until the victim has been transitioned through the court system, and if necessary, for an extended period of time.

Provides support and resources through the transition to community programs.

Works closely with victim’s families in an effort to help them aid their victimized family member.

Ensures that notification is properly made by our detention facility from booking through post-sentencing release, particularly in the event victims have relocated and/or changed contact information, in an effort to maintain the victim’s safety since the original arrest information...
was gathered.
Participates in facilitation of community debriefing and educational support for major incidents. Communicates with and acts as a liaison with other Law Enforcement Victim Advocate units, Victim/Witness Advocates in the courts, and/or other allied professionals. Represents the Arapahoe County Sheriff’s Office and/or the Victim Advocate Program on boards or panels as requested or needed.
Assists with monitoring and maintaining the Community Resource Directory for yearly update and distribution.
Provides resource information to families of out of control juveniles.
Provides support and information for community treatment providers.
Assists in the coordination and administration of the volunteer program.
Assists with maintaining the Victim Advocate Program training material.
Works closely with Victim Advocate Program volunteers, in following up with victims in after-hours situations.
Maintains accurate client records and other databases.
Monitors daily case activity.
Does not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself or others.
Operates computers and standard office equipment including commonly used computer software programs.
Is committed to a high standard of safety laws and all of the Sheriff's Office policies and procedures and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
Maintains regular and acceptable attendance at such level as determined at the Sheriff's Office discretion.
Is available and willing to work such overtime per day or per week as the Sheriff's Office determines is necessary or desirable to meet its needs.
Is available and willing to work such weekends and holidays as the Sheriff's Office determines are necessary or desirable to meet its needs.
Performs duties onsite, except those job duties that are customarily or by nature performed offsite.
Follows and supports the mission, values, organizational philosophies, operational principals, code of conduct, and policies and procedures of the Sheriff’s Office.
Interacts effectively with others.
Performs other duties as assigned.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge on how to be an advocate for victims.
Knowledge of computers and commonly used computer software programs.
Skilled in conflict resolution.
Ability to operate computers and commonly used computer software programs, as well as any other standard office equipment as required by position.
Ability to remain sensitive and supportive to victims, without becoming emotionally involved in their issues.
Ability to keep an open, non-judgmental attitude towards victims, regardless of the circumstances.
Ability to explain the intricacies of the investigation and court process.
Ability to establish and maintain effective working relationships with supervisors, fellow workers, court officials, other law enforcement officials and the general public.
Ability to communicate effectively in verbal and written English.
Ability to apply sound reasoning and decision-making.
Ability to interact in a professional manner with all staff.
Ability to get along well with others.

Requirements

MINIMUM QUALIFICATIONS:
EDUCATION: Associate Degree in Human Services, Criminal Justice or related field.
EXPERIENCE: Completion of a law enforcement Victim Advocate training program provided by a law enforcement agency.
OR
Any combination of education and experience that satisfy the requirements of the job as approved by the Sheriff.

CERTIFICATIONS / LICENSES: None.
PREFERRED QUALIFICATIONS: Bachelors Degree in Behavioral Science and three (3) years full-time experience performing Victim Advocate duties at a law enforcement agency.
NECESSARY SPECIAL REQUIREMENTS: Must possess CPR and First Aid certification within the initial status period.
Must possess a valid Colorado Driver's License.
Must be available for 24 hour on call as scheduled or as needed.

PHYSICAL DEMANDS:
The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

Occasionally: Activity exists less than 1/3 of the time.
Frequently: Activity exists between 1/3 and 2/3 of the time.
Constantly: Activity exists more than 2/3 of the time. Spends 80% of the time sitting, 10%
standing and 10% walking while on the job.
Constantly uses eye, hand and finger coordination enabling the use of automated office machinery and writing utensils.
Constantly involved in oral and auditory interaction, enabling interpersonal communication. Frequently uses visual capacity enabling completion of required office duties. Occasionally stoops, kneels. Crouches and balances while filing or operating office machinery. Occasionally lifts or carries up to 20 lbs. when moving office supplies or files.

Supplemental Information

APPLICANT DISQUALIFICATION FACTORS:
Applicants are advised that areas for disqualification from further consideration include, but are not limited to, the following:

Illegal Drug Use. Applicants who have recent illegal drug usage will be disqualified. Recent drug use includes marijuana within 1 year and all other illegal drug use within the past 5 years. All other illegal drug use will be evaluated on a case-by-case basis.
Any felony conviction
Driving Record. This includes receiving a DUI within the past 5 years, having your Driver's License suspended for any reason within the past 5 years, and having five (5) or more tickets within the past 5 years.
Outside activities which may be deemed a conflict of interest
Revelation or discovery of assaultive behavior
Documented record of prior work performance
Unsuccessful completion of any basic requirement
Inability to perform the essential functions of the position
Police history - type, frequency and nature of contacts(s).
Providing false or misleading information during the application / selection process.

It is the policy of the Sheriff's Office to not discuss the reasons why applicants were not selected for hire. There is no flexibility to this policy. Applicants may be notified of their disqualification at any point in the selection process. If you receive such a notice, it simply means that you do not meet our standards at this time. Receiving this notice does not indicate that you are ineligible to apply with other agencies.

REQUIRED EXAMINATIONS:
The screening process for any position within the Sheriff's Office may include written test(s), an oral interview, skills test(s) and/or other selection methods designed to measure applicants' ability to perform the essential functions of the job they are seeking. Required examinations also include, upon a conditional job offer: Polygraph Examination. Psychological Evaluation (for certain positions).
Medical Examination, including a drug screen.
Background Investigation. This will include, but is not limited to contact with the applicant's former employers, associates, neighbors and other pertinent sources. Applicant's military history, school records, police records and driving record will also be investigated. All examinations are conducted by qualified/licensed individuals designated by the Sheriff's Office at the Sheriff's Office expense.

EXPECTED DURATION OF THE APPLICATION PROCESS:
Due to the nature of the application and selection process for the Sheriff's Office, applicants can reasonably expect the application process to take a significant amount of time to complete before a decision is made to hire or not to hire. Typically, it takes approximately 4 to 8 weeks from the date of application to complete the entire selection process. The length of time it takes to complete the process can vary depending on a variety of factors. Please note that this is an estimated duration of the selection process.

WORK SCHEDULES:
Employees are required to work the time periods and/or shifts, rotational and/or stationary, and location assignment, consistent with the needs of the Sheriff's Office.

DUTY ASSIGNMENTS:
All applicants hired by the Sheriff serve at the pleasure of the Sheriff of Arapahoe County and may be assigned to any of the agencies bureaus, sections or units at the discretion of the Sheriff or his duly appointed representative. Employment is at the will and pleasure of the Sheriff, per Colorado State Statute: 30-10-506. Written policies and other manuals do not alter the at will status of employment.

COMMUNITY POLICING:
The Arapahoe County Sheriff's Office is committed to the implementation of the community-policing concept. Community policing is an organizational strategy and philosophy which emphasizes problem solving partnerships between the Sheriff's Office, neighborhoods and businesses, working together to create a better quality of life within the community.

INITIAL STATUS PERIOD OF EMPLOYMENT:
Successful applicants are subject to an initial status period of employment. This initial status period is 12 months for all positions. The initial status period is regarded as part of the applicant's examination process and will be utilized for purposes of employee evaluation, training and adjustment to the demands of the profession. New employees, who fail to perform satisfactorily during the period, may be separated from the Sheriff's Office, depending on the circumstance of each case.
POLICY ON REAPPLICATION
Applicants who failed a written test may reapply and retest no sooner than six months from the
date of they took the written test. All other applicants who are disqualified can reapply with the
Sheriff's Office no sooner than one year from the date of notification of non-selection.
This job announcement does not constitute a contract of employment. Should there be any
discrepancy or error in this job announcement, the applicable policy or pay rate will apply. The
Sheriff's Office retains the right to amend this job announcement at any time without notice.

We are an equal employment opportunity employer, who fully supports and complies with ADA.

CDO#
18593

<table>
<thead>
<tr>
<th>Desired Class Level:</th>
<th>JD Alumni 0-2 years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posting Date:</strong></td>
<td>January 16, 2019</td>
</tr>
<tr>
<td><strong>Expiration Date:</strong></td>
<td>January 22, 2019</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Jobs Contact</td>
</tr>
<tr>
<td><strong>Resume Receipt:</strong></td>
<td>Other (see below)</td>
</tr>
<tr>
<td><strong>How to Apply:</strong></td>
<td><a href="https://www.governmentjobs.com/careers/arapahoe/jobs/2313891/victim-advocate?page=3&amp;pagetype=jobOpportunitiesJobs">https://www.governmentjobs.com/careers/arapahoe/jobs/2313891/victim-advocate?page=3&amp;pagetype=jobOpportunitiesJobs</a></td>
</tr>
<tr>
<td><strong>ID:</strong></td>
<td>18593</td>
</tr>
</tbody>
</table>