



OFFICE OF RESPONDENT
PARENTS' COUNSEL
Protecting the Fundamental Right to Parent

Non-Classified, Exempt

EMPLOYMENT OPPORTUNITY

Office of Respondent Parents' Counsel

ATTORNEY PAYMENT SPECIALIST

Job Location: Denver, Colorado

Salary: \$5,365 - \$6,397 per month

Release Date: July 15, 2021

Apply By: July 31, 2021

Employment Type: Full Time

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

ABOUT THE ORPC

The Office of Respondent Parents' Counsel (ORPC) is an independent agency within the State of Colorado Judicial Branch that is vested with the oversight and administration of legal representation for indigent parents in child welfare cases across Colorado.

Respondent Parents' Counsel (RPC) play a critical role in achieving the best outcomes for children in child welfare cases by protecting the legal and due process rights of parents, presenting balanced information to courts, and promoting the preservation of family relationships. To learn more, visit <https://www.coloradoorpc.org/>.

GENERAL STATEMENT OF DUTIES

The Attorney Payment Specialist is required to work collaboratively with other ORPC staff members to ensure the fair, timely, and accurate processing of payments to the agency's independent contractors.

ESSENTIAL JOB FUNCTIONS

The Office of Respondent Parents' Counsel invites qualified applicants to apply for the position of Attorney Payment Specialist. The Attorney Payment Specialist is responsible for managing all aspects of the payment of Respondent Parent Counsel attorneys and other independent contractors. This includes managing payments for 300+ contract attorneys and numerous outside vendors such as experts, transcribers, and interpreters.



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Responsibilities include development, testing, and refinement of the online payment system (Respondent Parent Payment System - RPPS); development of billing policies in accordance with statutory, fiscal, and agency rules and regulations, Generally Accepted Accounting Principles, sound internal control principles, and all other applicable rules and guidance; development and dissemination of training materials and training sessions; development of criteria for reports, data compilation, and analysis; and consultation with senior management regarding trends and items of note in attorney billing practices.

The Attorney Payment Specialist will work collaboratively with the ORPC team in all aspects of the office's mission. This is a full-time non-classified position reporting to the CFO and the Executive Director.

The Attorney Payment Specialist:

- Processes all payment requests in RPPS.
- Handles and addresses questions and complaints regarding payments.
- Processes entries of and changes to contractor records in RPPS.
- Develops ORPC Billing Policies, the RPPS User Manual, the RPPS Internal User Manual and other instructional guides as needed.
- Collaborates with the ORPC's IT contractor to develop, maintain, and improve the online payment system (RPPS, Respondent Parent Payment System).
- Supports ORPC contract attorneys and ORPC staff through RPPS training and clear, effective communication.
- Develops training resources.
- Manages RPPS Reports.
- Works collaboratively with staff to assist in all aspects of ORPC's mission.
- Attends meetings and training as required.
- Performs other duties as assigned.

DISTINGUISHING FACTORS

The position is distinguished from other positions by the management, review, and approval of payment requests submitted by outside contractors and by the responsibility for developing, monitoring, and maintaining the ORPC's online attorney payment system. The Attorney Payment Specialist must have good technical, communication, analytical, and people skills, knowledge of IT system development principles, and knowledge of Generally Accepted Accounting Principles, ORPC Fiscal Rules, State and Federal rules, regulations, processes, and laws.

QUALIFICATIONS



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This job requires that the applicant have Microsoft Office experience including proficiency in Excel, have a high school degree or equivalent, and have 3 years of experience in accounts payable or other financial administration. Experience with CORE, the State of Colorado online accounting system, is desirable.

A publicly available criminal background report and/or credit check will be required prior to hiring. A credit report is directly related to the job position in which the candidate is applying.

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.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

This position is subject to many interruptions and may require handling multiple calls, inquiries, and job priorities at once. The noise level in the work environment is usually moderate.

EEO/AA/ADA EMPLOYER

NOTICE! Each person employed must present identity and employment eligibility verification.

NOTICE! Employees hired after March 1, 1988, must be on the payroll direct deposit program.

NOTICE! Disabled applicants: If you have a mental or physical impairment which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the hiring authority.

NOTICE! All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring.

INFORMATION ALERT: Employees may hold public office provided that there is no conflict of interest or appearance of impropriety with the duties performed for the Office of Respondent Parents' Counsel. In all cases, it will be within the discretion of the Executive Director of the ORPC to determine whether such a conflict exists. Employees shall seek the prior approval of the Executive Director before seeking or



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assuming any such office. Work related to any office held may not be performed on Judicial Branch time. Membership on a board or commission that requires registration or party identification as a qualification is not considered to be partisan political office.

HOW TO APPLY:

Submit a cover letter addressed to ORPC Executive Director Melissa Thompson and detailing qualifications and experience for this position, a resume, and a list of three professional references by **5 p.m. on July 31, 2021**, by filling out the application at the following link:

https://fs7.formsite.com/ORPCColorado/form32/form_login.html

You may submit the required information through the online application only. Late or incomplete applications will not be considered. Faxed, mailed, or emailed applications will NOT be accepted or returned to the applicant. Be sure to follow the directions to apply. Successful applicants will be contacted to schedule an interview.

Please direct application questions to Jena Fleiner, ORPC Office Manager at admin@coloradorpc.org.