



## OFFICE OF RESPONDENT PARENTS' COUNSEL

### **EMPLOYMENT OPPORTUNITY**

Office of Respondent Parents' Counsel

Title: PARALEGAL

Salary Range: \$63,050 – 94,575 per year

The ORPC is seeking to offer a starting annual salary in the range of \$63,050 - \$70,000. The full salary range demonstrates potential for professional development within the agency.

Location: Central office located in Denver, Colorado. The agency's current work schedule is a hybrid of office and remote work. Must reside in Colorado.

Apply By: July 15, 2023, 5:00 p.m.

Employment Type: Full Time

### **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 Paralegal will perform a wide range of job assignments using independent judgment in accordance with established policies, procedures, rules, and regulations. The position works under periodic supervision, guidance, and oversight in the performance of day-to-day activities and assumes responsibility for complex tasks and work assignments. This position provides paralegal and administrative support in multiple areas: dependency and neglect, pre-filing, appellate, and legislative work. Depending on the assignment, specific tasks may vary.



## ESSENTIAL JOB FUNCTIONS

The Office of Respondent Parents' Counsel establishes the essential functions of positions and invites qualified applicants to apply for the position of Paralegal. Examples of functions of the Paralegal may be to:

- Research case law and social science, including national trends, and provide administrative support for arguments before the Colorado Court of Appeals, Colorado Supreme Court, and amicus briefs.
- Research local and national laws and policies to support agency led legislative and policy change.
- Create and maintain a database of social science research on various topics to support the ORPC's policy agenda.
- Attend ORPC legislative team and legislative council meetings, draft minutes at internal and external meetings, and send out tasks and agenda for follow up meetings.
- Assist with rulemaking work by researching current regulations, monitoring opportunities to update or revise regulations, researching regulations in other jurisdictions, and attending meetings.
- Provide administrative and resource support for ORPC contractors, including coordinating court observations, maintaining a list of experts and investigators, and monitoring the ORPC listservs.
- Support agency communication and marketing efforts.
- Communicate with parents and coordinate and track parent and other stakeholder complaints.
- Maintain ORPC's website and updates to the ORPC's motions bank, including redacting motions.
- Perform other duties as assigned that support day-to-day operations to fulfill the ORPC's mission.
- Occasional travel in the state of Colorado may be required.

## DISTINGUISHING FACTORS

Preference will be given to applicants who:

- Have at least 2 years of paralegal experience and/or a degree or certificate in paralegal studies.
- Understand the Colorado Rules of Professional Conduct.
- Are committed to supporting a mission driven agency that strives to impact positive change for families who face discrimination due to poverty, racism, and ableism.

## QUALIFICATIONS

This job requires that the applicant have the skills, training, and/or experience to be a Paralegal who can serve multiple attorneys in different types of legal cases, including civil legal services, dependency and neglect actions, appeals, and legislative work. The successful applicant will have at least two years of



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experience as a Paralegal and will have excellent research, communication, collaboration, and writing skills.

The applicant must be proficient with telephones, legal research databases, copiers, computers, and the Microsoft Office Suite and must have the ability to prioritize and manage diverse tasks and to rapidly adjust to changing needs.

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily, be computer literate, and be proficient with office equipment and the Microsoft Office Suite. The requirements listed below are representative of the 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 be mobile. Specific vision abilities required by this job include close vision, and 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.

### **Equity, Diversity and Inclusion (EDI) and Equal Employment Opportunity (EEO)**

The ORPC believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The ORPC is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status, or any other protected status in accordance with applicable law.



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The ORPC is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to working at the ORPC, including completing the application process, interviewing, completing any application testing, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to Ashlee Arcilla, ORPC Deputy Director, at [aarcilla@coloradoorpc.org](mailto:aarcilla@coloradoorpc.org).

### **HOW TO APPLY**

Complete the online application at the link below. Please direct application questions to Jill Cohen, ORPC Chief Operating Officer, at [jcohen@coloradoorpc.org](mailto:jcohen@coloradoorpc.org). Submit a cover letter detailing qualifications and experience for this position, a resume, and a list of three professional references by 5 p.m. on July 15, 2023 by filling out the application at the following link:

[https://fs7.formsite.com/ORPCColorado/form32/form\\_login.html](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. Please note application materials will not be returned. Successful applicants will be contacted to schedule an interview. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and short-term disability plans, and paid leave. Faxed, mailed, or emailed applications will NOT Be Accepted. Be sure to follow the directions to apply.