



## OFFICE OF RESPONDENT PARENTS' COUNSEL

Non-Classified

### **EMPLOYMENT OPPORTUNITY**

Office of Respondent Parents' Counsel

Title: STAFF ATTORNEY – CASE STRATEGY DIRECTOR

Salary Range: \$120,672 – \$167,124 per year

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.

Release Date: June 30, 2023

Apply By: July 16, 2023, at 5pm MDT

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**

ORPC Staff Attorneys are required to work as a team to develop systemic policy initiatives and innovative approaches to the representation of respondent parents at both the trial and appellate levels of dependency cases. Staff attorneys perform a variety of duties including recruitment, hiring, and evaluation of respondent parent attorneys; litigation support and case consultation; development of attorney practice standards; coordination and execution of attorney trainings and resources; and a variety of administrative support functions for the ORPC. This position reports to the ORPC Director of Engagement.



## ESSENTIAL JOB FUNCTIONS

- Serve as lead staff attorney in providing litigation support to contract attorneys and interdisciplinary teams and in responding to litigation questions and requests for information.
- Assist the Director of Engagement in developing a community of support for respondent parent counsel.
- Collaborate with ORPC staff to ensure training on and monitoring of fidelity to the practice standards.
- Promote the use of interdisciplinary teams to achieve high quality parent defense.
- Collaborate closely with staff to develop case consultation practices and updated litigation strategies dedicated to litigating issues of race, disability, culture, class, etc.
- Monitor state and national legal developments in case law, regulations, and rule changes relevant to the ORPC mission.
- Assist with court observations throughout the state, provide timely feedback to contract attorneys regarding observations, and use observations to inform consultation and training.
- Assist ORPC staff in locating potential experts that will work at state rates, consulting with experts about their area of expertise, and promoting the use of appropriate experts in litigation strategies.
- Work with ORPC staff to evaluate effectiveness of experts and improve engagement with experts and to create a user-friendly expert database.
- Draft and prepare legal memoranda and briefs as necessary.
- Assist in drafting and preparing the annual budget narrative, annual performance report, Commission reports, and other agency related documents as necessary.
- Represent the ORPC through participation in committee meetings and work cooperatively with other child welfare stakeholders.
- In state travel to observe contractors and meet with judicial and child welfare stakeholders as needed.
- Perform other duties as assigned.

## QUALIFICATIONS

This job requires that the applicant be an attorney who is licensed to practice law in Colorado or who can be licensed within six months. Applicants must have at least five years of relevant experience in family defense, child welfare law, or a related defense field. Preference will be given to applicants who have a working knowledge of the Colorado Children's Code and Juvenile Rules of Procedure. Must have excellent written and oral communication skills.

## DISTINGUISHING FACTORS

The following are additional important qualifications: passion for dependency law and case strategy, significant respondent parents' representation training and knowledge, ability to plan and execute training, and experience coaching and mentoring other attorneys.



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 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.

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*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.

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

**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.