



### **Job Description**

Position: Family Law Attorney

Reports to: Executive Director

Location: Glenwood Springs, Colorado

### **Responsibilities**

- Direct Litigation (with an emphasis on protection order cases): Prepare and litigate cases at the trial level. Perform legal research, draft pleadings, motions, and briefs; engage in discovery, make oral arguments, and try cases, most often when there is a significant power imbalance (i.e. the other party has retained counsel) and/or when representation is needed to prevent imminent harm
- Represent Alpine Legal Services at county Domestic Violence Coalition team meetings: Actively participate to assess needed services and how to best improve of delivery of services for domestic violence and sexual assault (DV/SA) survivors in partnership with other community service agencies.
- Spend at least 85% of weekly hours meeting with victims of crime who need help with a family law matter. Consult with clients, provide legal advice, and guide them through their family law matter.
- Obtain family law predicate orders for Special Immigrant Juvenile Status cases where children in the US have been abandoned by one or more parents.
- Work closely with Advocate Safehouse and Response: Participate in joint staff trainings and meetings and staff cases as needed to ensure a close working relationship with our local DV/SA advocates.
- Volunteer Attorneys: Assist in the recruitment of volunteer attorneys to assist clients in need; monitor progress of cases handled by volunteer attorneys; and provide assistance to volunteer attorneys as needed.
- Update client information, enter notes in client management system, and assist when appropriate with data collection for grant reports.
- Public Advocacy: Engage in public speaking and make presentations to community and client support groups as needed.
- Supervision: Assist in the supervision of volunteers and administrative staff as needed.

### **Education and Experience Requirements**

- JD from an accredited law school and licensed to practice law in Colorado.
- A minimum of two years of legal aid service or equivalent preferred. Should have a demonstrated understanding of DV/SA laws and the civil litigation process necessary to protect and support DV/SA victims.
- Strong leadership, management, litigation and organizational skills. Requires excellent interpersonal and communication skills, good judgment, and professional demeanor. Must be able to work independently within a team setting. Ability to speak Spanish a plus.

### **Working Conditions**

- Remote hybrid work available but attorneys must reside in the Parachute to Aspen region.
- Attorneys use personal computers and other office equipment such as telephone, printer, copying

machine, etc.

- Sitting, standing, bending, stooping, and reaching. Frequent lifting up to 20 pounds. Manual dexterity sufficient to operate standard office machines. Normal range of hearing and vision. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Attorneys must be able to: Deal with stress associated with fast-paced work environment and multi-tasking; Formulate decisions and act upon them; Adapt to changing work situations; Grasp and apply new ideas. Communicate with various personalities at all levels; Maintain confidentiality of all sensitive information. The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Travel (via car or bus, as appropriate) may be required to other offices of the organization or to court.

### **Compensation**

\$77,000 - \$119,000, depending on experience, plus a \$500 monthly health insurance stipend (employer-provided insurance is available), 401k, and accumulated paid-time off

### **How to Apply**

Interested applicants should send a cover letter and resume with at least three professional references to: [office@alpinelegalservices.org](mailto:office@alpinelegalservices.org)

### **Additional Information**

Alpine Legal Services is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.