



JOB DESCRIPTION

POSITION: Project Attorney, Federal Pro Se Bankruptcy Clinic

REPORTS TO: Reports directly to the Managing Attorney of the Federal Pro Se Clinic and the Director of Pro Bono Programming, Colorado Bar Association

SALARY: \$35,000-\$39,000 commensurate with experience

EMPLOYMENT TYPE: Half-time (20 hours/week)

LOCATION: Colorado U.S. Bankruptcy Court, 721 19th St. Denver, CO 80202

How to apply: Please send your resume and cover letter to tnunez@denbar.org

Summary of Job Duties:

The Project Attorney conducts the daily work of the Federal Pro Se Clinic – Bankruptcy (FPSC – Bankruptcy), a Colorado Bar Association (CBA) grant-funded project. The Project Attorney will ensure that the clinic’s delivery of limited-scope legal services to unrepresented parties is efficient, dependable, and accountable. The Project Attorney will provide trustworthy legal advice to individual debtors and creditors with Chapter 7 and Chapter 13 bankruptcy issues. Most of the clinic’s consultations will be with people seeking more information about whether they should file bankruptcy and how to begin the process. In addition, the Project Attorney will develop and cultivate friendly and positive professional relationships with the court staff, judges, and volunteer attorneys. This position reports to the Managing Attorney for the Federal Pro Se Clinic and the Director of Pro Bono Programming.

Summary Job Qualifications:

Position requires a J.D. degree from an ABA accredited law school, a minimum of three years advising clients on filing for Chapter 7 and Chapter 13 bankruptcy protection, admission to practice of law in the state of Colorado, and no pending or actual censure, suspension, or disbarment in any jurisdiction.

Duties and Responsibilities:

1. Provide limited scope legal advice to individuals filing for Chapter 7 or 13 bankruptcy protection.
2. Assist with the planning, development, implementation, and maintenance of the FPSC – Bankruptcy.
3. Conduct day-to-day operations of FPSC – Bankruptcy, including conducting intakes, overseeing, and assisting with service delivery, and assuring client satisfaction.
4. As needed, recruit and retain volunteer lawyers to assist in providing advice at the FPSC-Bankruptcy. Provide consultation with volunteer lawyers on legal issues relating to assigned cases as requested or required to assure satisfactory representation and quality control.
5. Develop and coordinate the operation of statistical data tracking and quality control mechanisms.
6. Act as liaison with and foster good working relations with courts and court staff, CBA staff, and volunteer lawyers, to assure program effectiveness, and to customize program operations as appropriate or required to meet their needs.

7. Train/mentor other staff members, interns, and volunteers.
8. Provide information about the FPSC's activities to the U.S. District Court, the CBA Executive Council, FPSC's Advisory Board and prepare semi-annual reports about the FPSC's Bankruptcy Clinic activities for the same.
9. Perform other duties as assigned.

Qualifications:

- Juris Doctor degree from an ABA accredited law school, admission to practice law in state of Colorado, a minimum of three years advising clients on filing for Chapter 7 and Chapter 13 bankruptcy protection, and no pending or actual censure, suspension, or disbarment in any jurisdiction.
- Previous employment or volunteer experience performing legal services for persons with low and moderate levels of income.
- Excellent written, oral, and listening communications skills.
- Excellent organizational and planning skills.
- Experience in and demonstrated ability to interact with a wide variety of persons and constituencies with diverse economic, educational, racial, ethnic, and religious backgrounds.
- Proficiency with computers and Microsoft Office, and database platforms.
- Aptitude for speaking with clients to quickly develop trust and create positive interactions in a limited amount of time.

Benefits

Medical benefits are effective on the first of the month following 30 days of employment.

- Medical Insurance: 100% employee covered with family/children option*.
- Dental Insurance: Self-pay at group rates.
- Vision: Self-pay at group rates.
- Health Reimbursement Account (HRA): caps out of pocket expense at \$2000.
- Group Life Insurance: employee coverage up to \$50,000*.
- Group Long-Term Disability Insurance: employee coverage up to \$5,000.
- Paid Time Off: 15 days/year to start, 20 days/year after three years and 25 days/year after 10 years.
- 12 paid holidays per year*.
- 401(k): Annual contribution by the employer after one year of employment: 10% of salary*; and
- Transportation/IT allowance - \$225 quarterly*

*These amounts will be pro-rated for part-time employees (those working less than 40 hours per week).

Working Environment: Office environment, often sharing with other staff.

Physical Activities: Majority of the time is office activity (sitting). Requires the ability to lift at least 20 lbs.

Colorado Bar Association is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to any protected class, including age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity/expression, or national origin. It is our policy to promote a non-discriminatory environment, free from intimidation, harassment or bias based upon protected classes.