



JOB DESCRIPTION

POSITION: Project Attorney, Federal Pro Se Bankruptcy Clinic

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

Summary of Job Duties:

The Project Attorney is responsible for the day-to-day operations of the Federal Pro Se Clinic - Bankruptcy (FPSC - Bankruptcy), a Colorado Bar Association (CBA) grant-funded project. The Project Attorney is required to assist in planning, developing, implementing, and monitoring the project's legal services delivery mechanisms. The Project Attorney will provide limited scope legal advice to individuals filing for Chapter 7 or Chapter 13 bankruptcy protection. In addition, the Attorney will foster and maintain satisfactory relationships with court staff, judges, and volunteer attorneys. This position reports to the Managing Attorney for the Federal Pro Se Clinic.

Summary Job Qualifications:

Position requires a J.D. degree from an ABA accredited law school, a minimum of five 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, 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. Perform other duties as assigned.

QUALIFICATIONS:

1. Juris Doctor degree from an ABA accredited law school, admission to practice law in state of Colorado, a minimum of five 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.
2. Previous employment or volunteer experience performing legal services for persons with low and moderate levels of income.
3. Excellent written, oral, and listening communications skills.
4. Excellent organizational and planning skills.
5. Experience in and demonstrated ability to interact with a wide variety of persons and constituencies with diverse economic, educational, racial, ethnic, and religious backgrounds.
6. Proficiency with computers and Microsoft Office, and database platforms.