

# Staff Attorney (Court of Appeals)

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**Job Code:** JD01839

**Location:** Denver, CO

**Department:** Colorado Court of Appeals

**Posted:** 09/26/2022

**Closes:** 10/09/2022

**Position Number:** 70028

**FTE Level:** 1.0

Apply at:

[https://coloradojudicial.recruitmentplatform.com/details.html?jobId=2998&jobTitle=Staff%20Attorney%20\(COA\)](https://coloradojudicial.recruitmentplatform.com/details.html?jobId=2998&jobTitle=Staff%20Attorney%20(COA))

## POSITION INFORMATION

Job Code: R45310

Full Time Salary Range: \$7,097.00 - \$9,816.00

FLSA Status: Excluded

Click [here](https://www.courts.state.co.us/Careers/Benefits.cfm) for information on employee benefits: <https://www.courts.state.co.us/Careers/Benefits.cfm>

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

## MISSION STATEMENT

At the Colorado Judicial Department our mission is to provide a fair and impartial system of justice that:

- Protects constitutional and statutory rights and liberties
- Assures equal access
- Provides fair, timely and constructive resolution of cases
- Enhances public safety
- Supervises offenders
- Facilitates victim and community reparation

## STATEMENT OF DUTIES

### **General Statement Of Duties:**

Provides highly complex legal services to the Court of Appeals, including advising the court regarding jurisdictional issues and motions presented to the court during the appeal process; independently review appellate briefs, prepare draft opinions in accordance with Colorado law; provide legal

research, training, and advice to members of the court regarding resolution of highly complex or novel legal issues.

**Distinguishing Factors:**

Positions in this classification are distinguished from Appellate Law Clerk positions based on the depth of expertise, specialization, and independent judgment required to fulfill the Staff Attorney's duties. Positions in this classification are distinguished from the Deputy Chief Staff Attorneys by the level of supervisory responsibility. Supervision is received from a Deputy Staff Attorney or the Chief Staff Attorney.

## **ADDITIONAL COMMENTS**

We expect to hire 3 Staff Attorney positions in the Court of Appeals as follows:

**2 writing staff attorneys:**

One of the attorneys filling the writing positions will initially work on appeals in dependency and neglect and domestic relations cases. The other will work on dependency and neglect and civil cases, such as workers' compensation, unemployment, and prisoner litigation. The position may be expanded to include other areas of specialization as the needs of the Court require. Flexibility and a willingness to work in more than one subject matter area are required. Experience as an appellate court law clerk, in appellate practice, or in civil practice is preferred.

**1 motion and jurisdiction attorney:**

The attorney filling the motions and jurisdiction position will work on a team reviewing motions, orders, and jurisdictionally screening appellate cases. This position requires strong oral presentation skills, writing skills, and organizational skills. Experience as an appellate law clerk, a trial court law clerk, or appellate practice is preferred.

**Please submit the following items:** the electronic application, a resume, a cover letter explaining your interest in these positions, and a writing sample that is your own work of ten pages or less. Please note that these positions require that the applicant be currently admitted to practice law in Colorado, with an active license, and a minimum of four years' experience in the practice of law, as measured by bar admission date. Please see the full job description by clicking on the box. The salary for this position begins at the minimum of the salary range. Please see the Judicial Branch website under "Careers" for a summary of employee benefits.

## **ESSENTIAL FUNCTIONS**

Maintains a high level of expertise in one or more subject areas by reviewing new rules, legislation, Colorado cases (both published and unpublished), applicable federal cases, including U.S. Supreme court cases, and other materials as appropriate.

Screens appeals for jurisdictional defects; analyzes issues relating to jurisdiction and appellate

procedure and advises the court regarding the resolution of those issues; prepares orders as needed.

Independently reviews appeals in areas of expertise, analyzes issues presented, researches applicable rules, statutes, and case law as needed, and reviews relevant portions of the record. Determines whether issues have been preserved for review, whether they should be resolved procedurally or on the merits, and the correct resolution of each issue based on the controlling legal authority and the facts of the case.

Prepares draft opinions, clearly and concisely stating the relevant facts, the issues presented, the applicable legal authority, and the resolution of each issue. If necessary, drafts alternative resolutions and provides a recommendation as to which resolution is most appropriate and why. Recommends publication of cases as appropriate based on novelty or significance of issues, need for clarification of existing law, or other factors.

Consults with and advises judges regarding complex or novel legal issues.

Serves as a legal resource in areas of expertise for Law Clerks, other Staff Attorneys with different areas of expertise, and judges of the Court of Appeals. Prepares and maintains substantive and procedural resource materials in areas of expertise for judges and staff of the court. May also serve as a legal resource for the larger legal community through service in professional organizations, preparation and presentation of continuing legal education materials, or other appropriate activities.

Attend meetings and required training.

Performs other duties as assigned.

**Supervisor Responsibilities:**

Responsible for one's own work product and provides guidance, assistance, and mentorship to law clerks, less knowledgeable or experienced coworkers, volunteers, or interns, including scheduling of work, instructing in work methods and reviewing work products. May provide input into the hiring and discipline/termination processes. Normally has input into performance evaluation process.

## **MINIMUM QUALIFICATIONS**

**Minimum Education:**

Graduation from an accredited law school, possession of a certificate of admission to the Bar of the State of Colorado; eligibility to practice law before the courts of the State of Colorado; and a minimum of four years of experience in the practice of law or equivalent experience.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**Work Environment:**

Occasionally handles emergency or crisis situations; may be subject to interruptions and multiple calls and inquiries. The noise level in the work environment is usually quiet.

## **Equal Employment Opportunity, Affirmative Action, and Americans with Disability Act 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:** Disabled applicants: If you have a mental or physical impairment, which limits one of your major life activities (e.g., walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the hiring authority.

**NOTICE:** All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring.  
You may obtain a copy of the EEO Utilization Report upon request.

**INFORMATION ALERT:** Judicial Branch employees may not hold office in a political party, nor may they promote one political party or candidate over another in partisan political elections. Employees may hold non-partisan public office provided there is no conflict of interest or appearance of impropriety with the duties performed for the Judicial Branch. In all cases, it will be within the discretion of the Chief Judge of the judicial district to determine whether such a conflict exists. Employees shall seek the prior approval of the Chief Judge before seeking or assuming any such office. Work related to any office held may not be performed on Judicial Branch time. Membership on a board or commission that requires registration or party identification as a qualification is not considered to be partisan political office.