



Job Description: Staff Attorney – Colorado Legal Services (Grand Junction office)

NATURE OF WORK	Under the supervision of the Managing Attorney, the staff attorney will provide representation for low-income individuals, seniors, and members of vulnerable populations in civil cases, including domestic relations, housing, consumer, and public benefits. In conjunction with co-workers, the attorney will also conduct outreach, and build and maintain relationships with community organizations.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none">▪ Assume an active annual caseload; experienced attorneys will be expected to handle approximately 200+ cases per year;▪ Provide legal advice and high-quality representation of clients in accordance with program priorities and CLS Casehandler Standards, working with the Managing Attorney to determine the extent of the assistance;▪ Demonstrate patience, empathy, and common sense in all client communications, effectively managing client expectations;▪ Conduct client interviews, investigation, and preparation of legal documents, conduct negotiation, litigate cases in county and district court;▪ Maintain thorough and up to date records in case management system;▪ Consult and co-counsel with other CLS attorneys and paralegals, where appropriate;▪ Maintain knowledge of the general areas of poverty law and competence in the particular areas of law ordinarily handled by the local office or unit;▪ Develop relationships with the community served, as well as leaders and advocates in that community;▪ Participate in office or program wide projects to provide training and/or community education or other information to agencies, advocates, clients, or community groups about legal services and about legal issues and rights of interest to vulnerable and low-income persons.
QUALIFICATIONS	Must be licensed to practice law in Colorado. Strong communication skills required for client interaction and outreach. Must have demonstrated time-management skills, an ability to reprioritize as needs shift, and basic proficiency in Office 365. Experience in legal practice, particularly in poverty law or related work, is preferred. Sensitivity to the legal needs of poor people and minorities is required. An understanding of the social services landscape in the Grand Junction area is preferred.