



## JOB DESCRIPTION

**POSITION:** Federal Pro Se Clinic – Case Management Coordinator

**REPORTS TO:** Federal Pro Se Clinic Managing Attorney

**HIRING RANGE:** \$22,500 - \$50,000 (pay is commensurate with experience, education, and employment type)

**EMPLOYMENT TYPE:** Flexible: 20-40 hours/week

**FLSA STATUS:** Hourly

**JOB LOCATION:** Arraj U.S. Courthouse, 901 19th St, Denver, CO (Must be able to reliably commute to this location for in-office days)

**WORKING ENVIRONMENT:** Hybrid

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**How to apply:** Please send your resume, cover letter, and writing sample to [mskeen@cobar.org](mailto:mskeen@cobar.org)

### Summary of Job Duties:

The Case Management Coordinator is responsible for the day-to-day operations of the Federal Pro Se Clinic (FPSC), a Colorado Bar Association (CBA) program housed at the Alfred Arraj U.S. Courthouse and funded by the Federal Court. The Case Management Coordinator will provide clerical and semi-technical support to the FPSC attorneys and be the first level of contact with pro se litigants. Duties include litigant intake, appointment scheduling and management, volunteer coordination, report creation and maintenance, database and records management, and other operational tasks.

### Summary Job Qualifications:

Position requires a bachelor's or higher-level degree from an accredited institution, strong computer skills (including proficiency with Microsoft Office applications), excellent professional verbal and written communication skills (a writing sample is required), an ability to speak easily with people in difficult situations, excellent organizational skills and attention to detail, and an ability to thrive in a fast-paced clinical environment, both independently and within a team. The position requires at least two years of legal experience, preferably in litigation. If a hybrid working arrangement is agreed to, the position also requires reliable home internet access and a private area to work in for confidentiality when the employee is working from home.

### Duties and Responsibilities:

1. Manage daily operational activities of the FPSC.
2. Manage and organize FPSC calendar.
3. Schedule and facilitate litigant appointments, and coordinate with volunteer attorneys.
4. Conduct litigant intake, including inputting data into the Legal Server Client Management System, and collecting and preparing materials for litigant appointments.
5. Upload litigant client agreement forms into the Legal Server client file.

6. Assist litigants with legal resource questions.
7. Interact with walk-in litigants requesting assistance at the FPSC office at the Arraj Courthouse.
8. Create periodic statistical reports from the Legal Server Client Management System.
9. Participate in meetings with the CBA staff, FPSC Advisory Committee, and courthouse personnel, including judicial officers.
10. Coordinate with CBA's IT Department to maintain and update the clinic website.
11. Perform other duties as assigned.

### **Required Skills and Experience**

12. Bachelor's degree from an accredited institution.
13. Two years or more of legal experience, preferably in litigation.
14. Prefer previous experience performing legal services for individuals.
15. Excellent written, oral, and interpersonal communication skills. Writing sample required.
16. Excellent organizational and planning skills, and attention to detail.
17. Prefer experience in and demonstrated ability to interact with a wide variety of people from different backgrounds and socio-economic levels.
18. Able to work independently and within a team.
19. Demonstrated proficiency with computers and Microsoft Office, and database platforms.
20. Professional appearance and work attire.

### **Benefits (available for full time employment)**

*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

### **Physical Requirements**

- Majority of time spent in office activities (sitting). Requires the ability to lift at least 20 lbs.
- While performing the duties of this job, the employee is regularly required to talk or listen.
- Noise level in the work environment is usually moderate.

### **Mission Statement**

We are an association that advances members' practice, supports the justice system, and enriches our community. The Colorado Bar Association ("CBA") values its diverse membership and our communities. We are committed to the eradication of racism, discrimination, and any other form of injustice against underrepresented groups. We promote diversity, equity, inclusion, and the removal of barriers to success within the CBA and the communities we serve.

### **Values Statement**

We are Strategic, Inclusive, Professional, Effective, Inspirational, Innovative, Member-focused, and Ethical. The CBA seeks inclusion and equity through broad recognition of diversity, including, but not limited to age, class, disability, ethnicity, gender expression, gender identity, geographical diversity, national origin, practice setting, race, religious beliefs, sexual orientation, veteran status, and years in practice. We prioritize broad, equitable, and inclusive participation in our membership and leadership. The CBA is dedicated to promoting attorneys of all backgrounds, identities, and circumstances through the removal of barriers to engagement and leadership, specifically including those who are historically underrepresented, diverse members of the CBA.

We are committed to actively changing systems, organizational structures, policies, practices, and attitudes, so that power is distributed and shared equitably and inclusively.

### **Vision Statement**

The Colorado Bar Association will be the leader in providing members throughout the state with the tools to be successful, a community within which to build relationships, and the focus to successfully navigate the future.

*CBA provides 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. The work environment characteristics here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*