

## **Disability Law Colorado Job Description**

**Job Title:** Director of Legal Services  
**Department:** Executive Management  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Prepared By:** Mary Anne Harvey  
**Prepared Date:** December 4, 2020  
**Approved By:**

### **SUMMARY**

To carry out the delivery of legal and advocacy services for Disability Law Colorado. This position provides the vision and leadership to the Protection and Advocacy staff. and manages legal and advocacy personnel who work in the P & A programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Oversees legal and disability program services at Disability Law Colorado, including the Grand Junction office.
- Directly supervises disability team leaders, program coordinators and managing attorneys and oversees case selection, work assignments, evaluation of work, and training of staff.
- Manages all litigation activities of Disability Law Colorado.
- Interacts with the public and high-level state officials through committee work, conducting workshops, participating in fundraising activities, speaking engagements, and a variety of advocacy and public relations activities.
- Provides direct representation of clients in cooperation with other legal and advocacy staff.
- Oversees staff training and development activities in order to maintain and grow expertise and ensure a high level of ethical standards in the delivery of legal services.
- Reviews, analyzes and drafts legislation involving disability issues, including contacting legislators and testifying before committees, as needed.
- Participates in budgetary activities, including assisting the development of program budgets, recommendations for salary levels of staff, approving program expenditures and providing a second signature on checks.
- Interacts with Board of Directors and the Executive Committee as necessary in carrying out Disability Law Colorado's legal services activities.
- Participates in long-range and strategic planning activities to ensure Disability Law Colorado has the personnel and the funding it needs for its long-term success.
- Work performance consistent with the Colorado Rules of Professional Conduct.

**OTHER DUTIES** include the following:

- Develops and edits Disability Law Colorado publications.
- In conjunction with Executive Director, authorizes final approval of publications
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for overseeing the Protection Advocacy functions of Disability Law Colorado. Directly supervises Managing Attorneys, Protection and Advocacy Program staff including Team Leaders and Program Coordinators. Recommends salary levels of staff in conjunction with Executive Director.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work independently as well as in a team.
- Demonstrated leadership in a team environment.
- Ability and willingness to litigate.

- Must have a broad knowledge of state-of-the-art service delivery to people with disabilities.
- Broad knowledge and progressively responsible experience in disability law along with litigation and management experience required.
- Must have a thorough knowledge of state and federal laws affecting people with disabilities.
- Knowledge of Microsoft Windows software, including Word.
- Computer literacy and proficiency with software utilized to carry out job functions.
- Ability to travel throughout the state is required.

### **EDUCATION and/or EXPERIENCE**

Juris Doctorate (JD) from an accredited law school with a minimum of 7 to 10 years' experience in the practice of law is required. Broad knowledge and progressively responsible experience in disability law along with litigation and management experience also required. Prior experience with the Protection and Advocacy system is beneficial.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret written intakes, legal documents and communicate effectively both verbally and in writing. Ability to respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Current Colorado law license.

### **PHYSICAL DEMANDS**

The employee must be able to get to and from work and physically be present in the office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an 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.

The noise level in the work environment is usually quiet.

**OTHER**

- Equipment used including but not limited to: All office equipment, computer, fax machine, calculator, copy machine, scanner, and telephone system.
- Access: Stairs or elevator
- Travel: Some overnight travel required.

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**Employee Signature**

**Date**

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**Employee Name Printed**