



## **EMPLOYMENT OPPORTUNITY**

### **Director of Legal Services**

Disability Law Colorado has an immediate opening for the Director of Legal Services (7 - 10 years' experience) to carry out the delivery of legal and advocacy services for the organization. This position provides vision and leadership to the Protection and Advocacy staff and manages legal and advocacy personnel who work in the Protection and Advocacy programs.

#### **Essential Duties and Responsibilities**

- Oversees legal and disability program services at Disability Law Colorado, including the Grand Junction office.
- Supervises managing attorneys, team leaders, program coordinators and oversees case selection, work assignments, and evaluation of work.
- 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.
- Manages litigation activities of Disability Law Colorado.
- Interacts with the public and high-level state officials through committee work, conducting workshops, speaking engagements, and a variety of advocacy and public relations activities.
- Reviews and analyzes public policy involving disability issues, including interacting with policy makers and testifying before committees, as needed.
- Participates in budgetary activities, including assisting in the development of program budgets, recommendations for salary levels of staff and approving program expenditures.
- Reports to the Executive Director and 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 resources it needs for its long-term success.
- Work performance consistent with the Colorado Rules of Professional Conduct.

#### **Qualifications, Education and Experience**

- Juris Doctorate (JD) from an accredited law school and a current Colorado license to practice law are required, or the ability to waive into Colorado through another state license.
- Ability to work independently as well as in a team.
- Demonstrated ability to manage teams,
- Broad knowledge and progressively responsible experience in disability law along with litigation and management experience required.
- Must have a broad knowledge of state-of-the-art service delivery to people with disabilities.
- Must have knowledge of state and federal laws affecting people with disabilities.
- Prior experience with the Protection and Advocacy system is beneficial.
- Computer literacy and proficiency with software utilized to carry out job functions.
- 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 travel throughout the state is required.

Please submit resume and cover letter outlining your interest and experience for this position. **The closing date is October 12.**

Disability Law Colorado is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, sexual orientation, creed, national origin or disability. Applicants with disabilities and diverse backgrounds are encouraged to apply.

Interested applicants please mail, fax or e-mail resume with cover letter to:

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Office Manager  
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