

**OFFICE OF ATTORNEY REGULATION COUNSEL
JOB DESCRIPTION**

Job Title: Character and Fitness Staff Attorney
Status: At-Will Employee
Exempt
Part-Time (.6 FTE)
This position is not covered by the Colorado Judicial Department Personnel Rules
Salary: \$60,600 Annual

General Statement of Duties

Character and Fitness Staff Attorneys provide professional and technical support to the Office of Attorney Admissions by assessing the character and fitness of applicants for admission to the practice of law in the State of Colorado in accordance with state and federal laws, and the Colorado Rules of Civil Procedure. The Character and Fitness Staff Attorney is responsible for conducting background investigations; the gathering of and the monitoring of information gathered by team members; verifying accuracy of data; using in-house and on-line resources; drafting investigation reports; analyzing applicants' character and fitness findings in relation to relevant rules and discipline cases; and, making recommendations for action. The Staff Attorney assists with supervising the character and fitness review process and procedures. The Staff Attorney also drafts Inquiry Panel findings.

Essential Functions of the Position

Assists the Chief Deputy and Deputy overseeing Admissions in ensuring that all provisions of the Rules Governing Admission to the Practice of Law in Colorado pertaining to Character and Fitness investigations are implemented and that all internal policies are followed.

Assists in the Character and Fitness investigations of all individuals who file an application to become licensed to practice law in Colorado, including all examination, on motion, and UBE transfer applications.

Works with Character and Fitness Investigators in the investigations of attorney applicants with backgrounds indicating that character and fitness factors may be implicated.

Reviews and analyzes bar applicant files for misleading, discrepant, or missing information; identifies need for additional and appropriate follow-up from applicant or third parties.

Gathers, organizes, analyzes, and summarizes facts and documentary evidence, including but not limited to application information, third party information, civil and criminal court records, psychological and medical records, alcohol and substance abuse records, bankruptcy records, child support records, civil litigation pleadings and criminal records.

Uses public record searches, internet searches, credit checks, field investigations, criminal background checks, and telephone interviews to further investigations.

Corresponds with applicants and third parties to request additional information; analyzes responses.

Ensures effective, efficient, thorough and impartial investigations while ensuring attention to detail and accuracy regarding facts, relevance and investigation documentation.

Analyzes and applies legal reasoning of fact to relevant law and court rules, and reviews attorney discipline cases that may be relevant to an analysis of an applicant's character and fitness to practice law.

Maintains accurate and thorough investigatory records, and makes recommendations about the appropriate determination of Character and Fitness investigations.

Drafts Reports of Investigation summarizing investigation findings which are presented to the Character and Fitness Committee for consideration and determination. Reviews draft Reports of Investigations prepared by Character and Fitness Investigators.

Works with Inquiry Panel members in preparing draft Inquiry Panel findings, clearly and concisely stating the relevant facts, the issues presented, applicable court rule or other legal authority, and the resolution of each issue.

Prepares and maintains substantive and procedural resource material related to character and fitness admissions.

Develops and maintains effective working relationship with support staff, professional staff, and a diverse range of individuals.

Maintains confidentiality in the handling of sensitive information and documents.

Acquires and maintains basic awareness of appropriate state laws and court rules associated with all aspects of Attorney Regulatory Offices' processes and core office functions.

Works with the Office to develop or refine rules, policies, and procedures to establish or enhance new programs and/or processes in attorney admission.

Provides regular updates to the investigative team and management about case management, approach, status, and progress, and other information relative to assigned job responsibilities.

Assists in the administration of the Colorado Bar Exam as necessary.

Acquires and maintains basic awareness of state laws, court rules and case law associated with all aspects of the Attorney Regulation Counsel's processes and core office functions.

Performs other duties as assigned.

Attends meetings and training as required.

Knowledge, Skills and Ability

Knowledge of state laws and rules of civil procedure pertaining to the Colorado Supreme Court's regulatory objectives and the Colorado attorney regulation system, including attorney registration, mandatory continuing legal and judicial education, attorney admissions, unauthorized practice of law, client protection fund and judicial discipline proceedings.

Knowledge of, and significant experience in, investigative methods and procedures.

Experience using online investigative tools and electronic public information resources.

Experience with and ability to read, understand, and interpret court records, legal documents, credit reports, criminal reports, medical and psychiatric/psychological reports.

Ability to present findings and support the decision-making process in an objective manner by producing comprehensive and reports of investigation and inquiry panel reports.

Ability to maintain confidentiality and impartiality in handling sensitive and difficult information and issues.

Ability to interview witnesses effectively and assess credibility.

Ability to work with a diverse range of individuals; demonstrated ability to respond effectively to and interact with all levels of organizational staff.

Demonstrated ability to balance a demanding caseload while managing time effectively.

Unquestionable integrity, confidentiality and professionalism in a wide variety of situations.

Outstanding oral and written communication skills, with training and/or experience in objective writing.

Proficient level computer skills, including use of database, word processing, spreadsheet and presentation applications.

Supervisor Responsibilities

No direct supervisory responsibilities are assigned to this position. Responsible for one's own work product and provides guidance and assistance to co-workers as well as assisting management in supervising team members in the completion of specific tasks, such as planning and executing routine and complex investigations, instructing in work methods and reviewing work products.

Assists management in developing and ensuring application of appropriate policies and procedures for the character and review process, investigative techniques and procedures, and ensuring compliance with federal and state laws, the Rules of Civil Procedure, and office policy.

Assists management and other senior team members in implementing and supervising the training of new team members in the review and analyzation of bar applications, and identifying character and fitness issues.

Work Environment

While some amount of remote working may be permitted, this position requires work in an office environment. The noise level in the work environment is usually moderate, and is subject to many interruptions. May handle emergency or crisis situations, may handle multiple calls and inquiries simultaneously, and may occasionally handle absentee replacement on short notice.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; stand; walk; reach with hands and arms; perform repetitive tasks with wrists, hands, and fingers; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

Minimum Qualifications

Law degree and active license to practice law in Colorado. Five years of experience practicing law. A familiarity with the Colorado Rules of Professional Conduct and the application of Rules to practicing attorneys. A demonstrated and verifiable reputation for integrity. Effective written and oral communication skills. Preference given to candidates with experience conducting investigations and making recommendations consistent with those investigations of EEOC complaints, employment issues, academic misconduct matters, whistleblower complaints, or similar matters.