

**Job Description: VOCA Attorney – Colorado Springs**

NATURE OF WORK	Working under the supervision of the Managing Attorney of CLS’ Colorado Springs Office, the attorney provides advice, brief services, and/or full representation to clients who have experienced domestic violence, most often in domestic relations matters. The attorney, along with co-workers, also conducts outreach and builds and maintains relationships with community partners and organizations.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"><li>▪ Assume an active caseload of domestic relations cases, including civil protection orders, dissolution of marriage actions, and allocation of parental responsibilities actions.</li><li>▪ Provide legal advice and high-quality representation in accordance with program priorities and CLS Casehandler Standards;</li><li>▪ Demonstrate patience, empathy, and common sense in all client communications, effectively managing client expectations;</li><li>▪ Conduct client and witness interviews, engage in case investigation, and prepare legal documents and pleadings;</li><li>▪ Maintain thorough and up-to-date records in case management systems;</li><li>▪ Consult and co-counsel with other CLS attorneys and paralegals, where appropriate;</li><li>▪ Effectively litigate on behalf of clients, negotiate in good faith, and ethically and diligently work on the client’s behalf;</li><li>▪ Develop relationships with client-eligible communities and local partner agencies, including providers of services to survivors of domestic violence;</li><li>▪ Attend program meetings, as assigned;</li><li>▪ Together with domestic violence advocates and CLS staff, develop strategies for providing appropriate training of domestic violence providers and attorneys; and</li><li>▪ Travel within the 4<sup>th</sup> judicial district, as appropriate.</li></ul>
QUALIFICATIONS	Must be licensed to practice law in Colorado. Strong communication skills required for client interaction and outreach; English/Spanish bilingual ability preferred. Must have demonstrated time-management skills, the ability to reprioritize as needs shift, and basic proficiency in Office 365. Experience in domestic relations casework or working with vulnerable populations is preferred.