



COLORADO
Office of Public Guardianship

**JOB POSTING -
COLORADO OFFICE OF PUBLIC GUARDIANSHIP,
STAFF ATTORNEY**

Job Description

Title: Entry-Level Staff Attorney

Job Location: Denver, Colorado

Salary Range: \$8,833.33 - -\$9,583.33 per month*

Employment Type: Full-Time (40 hours/week); benefits and PERA eligible

Agency Statement:

The Colorado Office of Public Guardianship provides public guardianship services to eligible indigent and incapacitated adult individuals who have no responsible family members or friends who are available and appropriate to serve as guardian; lack adequate resources to compensate a private guardian and pay the costs associated with an appointment proceeding; and are not subject to a petition for appointment of guardian filed by a county adult protective services unit or otherwise authorized by C.R.S. § 26-3.1-104. The duties and services of the Colorado Office of Public Guardian (OPG) is codified in the Office of Public Guardianship Act, C.R.S. §§ 13-94-101 – 13-94-111 (2017, 2019).

Job Summary:

This staff attorney is responsible for all aspects of legal consultation, analysis of OPG client matters post-appointment in guardianship, financial matters, and other matters as needed for such OPG clients. The Staff Attorney will provide guidance regarding the administration of guardianships to staff as needed on topics including fiduciary responsibility, accounting, public benefits, probate claims, criminal matters, housing matters, mental health intervention matters, and litigation on behalf of such OPG clients.

Essential Functions of the Position:

- Serves as counsel for OPG clients, in OPG's fiduciary capacity as a guardian to such clients
- Provides guidance regarding guardianship decisions involving medical and mental health treatment, including consents for treatment and medical procedures
- Prepares and files pleadings related to probate, benefits, mental health, and fiduciary issues
- Serves as an administrator to on-call guardians, providing guidance and support for critical incidents during rotating nights and weekends
- Provides training to staff

- Investigates liability of former fiduciaries to OPG clients, including determination of asset location, value and ownership
- Prosecutes petitions for OPG clients to discover assets, petitions to determine liability, and petitions for accounting
- Coordinates estate administration with conservators, including the Public Administrators, gives instructions on fiduciary duties and provides legal advice regarding the administration of guardianships to guardians, Director, Deputy Director, and other OPG staff
- Handles administrative hearings to obtain and maintain benefits or other matters for OPG clients
- Handles intervention matters for OPG clients in criminal matters
- Provides an analysis of legal issues, with possible suggestions or resolutions; and presents these findings to the Director and the Assistant Attorney General for the COPG
- Interacts with court personnel on behalf of COPG clients, including filing of pleadings, instructions on notice required to other parties in lawsuits, responding to questions by the court, presentation of ex parte petitions to judges and asking questions on nonroutine requirements of court proceedings
- Handles cases on behalf of OPG clients that include the restoration or modification of rights of a ward deemed to have regained capacity, a petition to determine liability against a former fiduciary
- Provides an analysis of potential legislation and legal issues, with possible suggestions or resolutions; and presents these findings to the Director and legislative liaison
- Performs other related duties on behalf of OPG clients as required/assigned

Required Education, Skills, and Experience:

- Juris Doctorate from an accredited law school
- Licensed in Colorado and member in good standing of the Colorado State Bar
- Resident of Colorado
- No history or disciplinary action by any state bar licensing authority
- Minimum 5 years experience in legal consultation, analysis and representation of a state agency or similar organization in its fiduciary capacity as a guardian or conservator
- Minimum 5 years of experience in probate law, guardianship law, conservatorship law, mental health law, topics of fiduciary responsibility, public benefits, discharge issues, guardian consent issues, ethics, medical decision-making, advocacy on guardianship issues
- Experience creating office procedures and policies using ethical considerations
- Ability to communicate effectively, both orally and in writing
- Ability to maintain confidentiality, establish effective working relationships, and thoroughly document work

Work Environment and Physical Demands

This position is in a general office environment (with opportunities to work remotely) and requires time spent in a courtroom. Physical demands of the job include frequent sitting, reaching, repetitive motions with hands and fingers and occasional standing, walking, lifting, carrying up to 25 pounds.

Individuals chosen for the position will be subject to a pre-employment background check, including CAPS (Colorado Adult Protective Services) check, criminal background check, and credit report.

EEO/AA/ADA EMPLOYER

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Office of Public Guardianship is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. Qualified applicants are provided with an equal opportunity and selection decisions are based on job-related factors.

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

How to Apply

To be considered for this position or if you have questions about this posting, email Careers@colorado-opg.org. Please submit the required items outlined below.

Applications must include:

- Cover letter
- Resume identifying specific experience and dates of employment
- Legal Writing Sample

Closing Date: Open until filled.

PLEASE NOTE: Applications will be reviewed, and interviews scheduled/conducted as they are received; applicants are encouraged to submit their application materials as soon as possible.

Benefits

The State of Colorado offers employees a variety of benefits including medical, dental, life and disability insurance, as well as a comprehensive leave program. Please click the following link for detailed information: www.colorado.gov/pacific/dhr/benefits