



# Court Appointed Arraignment Counsel



**MUNICIPAL COURT**

Department: Greeley Municipal Court  
Salary: Contract Position, \$65.00/hour

TO APPLY: Please submit a letter of interest and résumé/vitae to Roxanna Caldwell, Court Administrator, 1122 11<sup>th</sup> Avenue, Greeley, CO 80631, or [Roxanna.caldwell@greeleygov.com](mailto:Roxanna.caldwell@greeleygov.com). **Deadline: Until position is filled.**

**JOB SUMMARY:** This part-time Defense Attorney position will work at and for the Greeley Municipal Court approximately ten to twelve hours per week (generally, Monday partial morning and all afternoon and Thursday morning for docket days including in-custody dockets). This individual must work independently to represent defendants of the Court facing a variety of minor criminal and traffic charges; including such duties as:

- Interviewing clients, police officers and other witnesses; and performing legal research to obtain information necessary to inform clients of legal options.
- Filing motions and meeting with various parties involved on pending cases.
- Preparing various records to support the defense of the client and document case status and progress.
- Represent the client in plea discussions, negotiations and agreements.
- Other services as outlined in HB13-1210 and HB16-1309.

**REQUIRED SKILLS/EXPERIENCE & BACKGROUND:**

- Must be a graduate from an ABA accredited law school and a licensed attorney in the State of Colorado; must know and comply with Rules of Professional Conduct and the Colorado Municipal Court Rules
- Ability to pass a background check

**ESSENTIAL FUNCTIONS:**

- Demonstrate compassion and desire to advocate on behalf of the poor.
- Must be able to handle frequent interruptions and multiple inquiries.
- Must have exceptional communication skills.
- Must have the ability to use all necessary electronic devices especially computers.
- Must be able to handle emergency or crisis situations.
- Must be able to maintain confidentiality and manage confidential information.
- Must be able to withstand a moderate noise level in the work environment.

- Must be proficient in managing your own case load and work without supervisory oversight.
- Ability to transport themselves and their work files to court or jail facility and any other place where their physical presence is required.
- Must exhibit professionalism and courtesy towards the Court, the City Attorney’s Office, all City of Greeley Staff, and clients.

**WORK ENVIRONMENT**

- Work location is in court room and office environments which may involve long periods of sitting and walking.

**PHYSICAL REQUIREMENTS:**

- Vision enough to interpret written documents;
- Communication skills to adequately convey information to defendants, attorneys, co-workers and the general public.

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