



# Court Appointed Arraignment Counsel



**MUNICIPAL COURT**

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

TO APPLY: Please submit a letter of interest and qualification 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: OPEN UNTIL FILLED.**

**WORK SUMMARY:** This contract Defense Attorney will work for the Greeley Municipal Court, at the Municipal Court facility and the North Weld County Jail facility as appropriate, for approximately 10 to 20 hours per week (generally, Mondays 10:00 a.m. to noon and 1:00 p.m. to 5:00 p.m., and Thursdays 8:00 a.m. to noon for arraignment and in-custody dockets. Additional hours for in-custody dockets may be needed with the July 1<sup>st</sup> effective date of HB16-1309. This individual must work independently to represent defendants of the Court facing a variety of minor criminal and traffic charges. Law firms that have more than one attorney who could cover this function are encouraged to apply. Duties include:

- 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

**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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