**OFFICE OF ATTORNEY REGULATION COUNSEL**

**JOB DESCRIPTION**

**Job Title:** Deputy Regulation Counsel – Trial Division

**Status:** At-will employee

 Exempt

 Full-Time

 This position is not covered by the Colorado Judicial Department Personnel Rules.

**Salary Range:** $156, 277

**General Statement of Duties**

The Deputy Regulation Counsel supervises the Trial Division of the Office of Attorney Regulation Counsel. These duties include supervising trial lawyers, investigators, and trial assistants in the representation of the People of the State of Colorado in formal attorney discipline proceedings, disability proceedings, reinstatement and readmission proceedings, immediate suspension proceedings, contempt proceedings, and appellate proceedings. The Deputy supervises the Trial Division in the investigation of Client Protection Fund claims and the reporting of investigative findings to the Board of Trustees of the Colorado Attorneys’ Fund for Client Protection. The Deputy supervises the Trial Division in its representation of the People of the State of Colorado in unauthorized practice of law investigations and proceedings, the Colorado State Board of Law Examiners in contested applications for admission to the practice of law in Colorado, and the Colorado Commission on Judicial Discipline in investigations and proceedings. The Deputy’s duties also include developing and presenting educational programs for lawyers and the public regarding the office and the ethical issues that confront lawyers and judges. The Deputy Regulation Counsel works under the supervision of the Chief Deputy Regulation Counsel and Attorney Regulation Counsel in accordance with the rules governing attorney admissions, attorney discipline, attorney disability, the unauthorized practice of law, the Attorney’s Fund for Client Protection, judicial discipline, the Colorado Rules of Civil Procedure and office policy.

**Essential Functions of the Position**

Attorney Regulation Committee and General Trial Functions

* Supervise trial lawyers in case analysis, trial preparation and legal research.
* Review all reports of investigations, diversions, complaints, hearing briefs, answers to petitions for reinstatement/readmission, petitions requesting transfer to disability, contempt requests, and appellate briefs.
* Review dismissal memos, dismissal letters, and trial counsel memos on an as needed basis.
* Attend hearings with assigned trial attorneys as necessary.
* Draft and file pleadings for attorneys during attorneys’ absences from the office.
* Generally cover the trial docket for trial attorneys on vacation or medical leave and monitor and wrap-up all pending probation and diversion matters initially handled by trial attorneys no longer with the office.
* Track case aging statistics and update monthly report.
* Track case assignment reports in JustWare.
* Supervise and manage case load issues involving attorneys, investigators and secretaries. Reassign work as appropriate.
* Attend monthly Saturday Attorney Regulation Committee meetings, review all submissions before meeting for absent trial attorneys, present reports, diversions and requests to place matters in abeyance, and draft minutes.

Unauthorized Practice of Law Functions

* Review draft memos, reports of investigation, stipulated agreements, petitions for injunction, contempt requests, hearing briefs and appellate pleadings.
* Attend Unauthorized Practice of Law Committee quarterly meetings, review all submissions before meeting for absent trial attorneys, present reports and stipulations, and draft Committee meeting minutes.
* Attend hearings with assigned trial lawyer as necessary.

Colorado Attorneys’ Fund for Client Protection Functions

* Review reports of investigation.
* Review and edit client protection fund meeting agendas.
* Attend Board of Trustees’ quarterly meetings, review all submissions before meeting and, for absent trial attorneys, present reports, diversions and requests to place matters in abeyance, and draft minutes.
* Research and respond to CPF/NCPO annual survey requests.
* Complete research and report findings at the direction of the Board.

Inventory Counsel Functions

* Supervise inventory counsel functions.
* Supervise lawyer and non-lawyer IC staff pursuant to C.R.C.P. 251.32(h).
* Draft and file requests for inventory counsel appointments.
* Respond to miscellaneous inventory pleadings/orders.
* Participate in inventory counsel policy development.

Admission Functions

* Supervise trial lawyers’ in their representation of the Colorado Board of Law Examiners in admission hearing matters.

Diversion/Schools/Case Monitoring Coordinator Functions

* Supervise case monitor/schools coordinator staff.
* Monitor cases originally assigned to attorneys no longer with the office.
* Participate in case monitoring policy development/testing issues/revisions to material presented in the office’s Professional School, Ethics School and Trust Account School.

General Supervisory Functions

Develop and maintain effective working relationship with support staff, professional staff, and a diverse range of individuals.

Participate in the interviewing, hiring, evaluation, training, and supervision of trial attorneys, investigators, trial assistants, inventory counsel staff and case monitoring/schools coordinator staff.

Work with the Chief Deputy Regulation Counsel and Attorney Regulation Counsel to develop or refine rules, policies, and procedures to establish or enhance new programs and/or processes in attorney regulation.

Keep the Chief Deputy Regulation Counsel informed of important developments, work progress, potential problems, and other information relative to assigned job.

Perform related work as assigned by the Attorney Regulation Counsel and Chief Deputy Regulation Counsel.

Attend relevant meetings and training seminars, including meetings of the National Organization of Bar Counsel, relevant State Bar of Colorado committee meetings and programs, and Colorado Supreme Court committees.

Maintain confidentiality in the handling of sensitive information and documents.

Acquire and maintain basic awareness of appropriate state laws and court rules associated with all aspects of the Attorney Regulatory Offices’ processes and core office functions.

Represent the Colorado Supreme Court Office of Attorney Regulation Counsel by speaking at and participating in various CLE programs, law schools, bar associations, committees, programs, and other local and national professional organizations.

Provide back-up coverage for other Deputies and the Chief Deputy Regulation Counsel, including assisting with the supervision of the Intake Division, Attorney Admissions, Attorney Registration and the Office of Continuing Legal and Judicial Education.

**Knowledge, Skills and Ability**

Experience as a supervisor with management-level training responsibilities.

Excellent organizational skills including accuracy and attention to detail.

Effective written and oral communication skills with experience in public speaking.

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 discipline, attorney disability, attorney admissions, attorney registration, CLJE, the unauthorized practice of law, the client protection fund and judicial discipline proceedings.

Knowledge of the Colorado Rules of Professional Conduct.

Knowledge of investigative methods and procedures.

Knowledge of standard computer applications and programs necessary to complete the functions of the job, including Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Access, Kronos, ICCES and JustWare.

Competency in written and oral communication.

Competency in litigation skills, legal research, drafting pleadings, witness examination, oral argument and appellate practice.

Proficiency with the Colorado Rules of Evidence.

Proficiency with the Colorado Rules of Civil Procedure.

Competency in analysis including, but not limited to, applying disciplinary rules to facts, evaluating weight of evidence and applying disciplinary standards to recommendations for disposition of cases.

Proficiency in computer and typing skills.

Input data into JustWare in a timely and accurate manner to aid the office in running reports, spreadsheets, and other materials requiring up-to-date statistical data.

Ability to identify significant legal issues arising in the investigation of matters involving attorney discipline, attorney disability, attorney admissions, the unauthorized practice of law, the attorney’s fund for client protection, the judicial commission the Colorado Rules of Professional Conduct and the Colorado Rules of Civil Procedure.

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

Ability to patiently and courteously handle sensitive or difficult interaction with people who are frustrated, and, and/or upset.

Ability to travel throughout the state of Colorado on a regular basis, and less frequently, out-of-state.

Attend meetings and training as required.

Perform other duties as assigned.

**Supervisor Responsibilities**

This position supervises a number of positions, including trial attorneys, investigators, trial assistants, inventory counsel personnel and case monitor/schools coordinator personnel.

**Work Environment**

The noise level in the work environment is usually moderate, and is subject to many interruptions. Handles 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 frequently lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**Minimum Qualifications**

Bachelor’s degree and J.D.. Admission to the practice of law in Colorado. Minimum five years trial experience. Minimum five years management-level administration, preferably in regulatory fields, with some training responsibilities; ten years of lead attorney experience may be used as substitute for management-level administration requirement. A demonstrated and verifiable reputation for integrity. Knowledge and experience with the Colorado Rules of Professional Conduct and the Colorado Rules of Procedure Regarding Attorney Discipline and Disability Proceedings.