

Job Descriptions for the Denver Office

Call Gail at 303.866.9320 and/or Annette at 303.866.9306 for more information.

Legal Assistant

Legal Assistants interview candidates who seek legal help for a large variety of civil legal problems. They probe and define legal issues, accurately record the facts, and attend daily case reviews with an attorney or paralegal to determine if the cases require representation, advice or referral. Formal training is provided. A commitment of one day per week is required for a minimum of six months (interns and work study students negotiable).

Casehandling Assistant

Work directly to help resolve clients' problems. Responsibilities typically include follow-up interviews with client representation at administrative hearings, research and investigative work. Prior legal experience or education is needed. Training is hands-on with unit paralegals and attorneys. This position requires a commitment of six months.

Intake Unit Specialty Volunteer

Provide services to clients, such as the following: investigation and fact gathering, advocacy, such as calling third parties on behalf of clients, home visits to interview clients, legal research, investigating community resources, writing (client materials and letters), and other miscellaneous tasks. A commitment of one day per week is required for a minimum of six months (interns and work study students negotiable). Ideal for law or paralegal student.

Permanent Protection Order Assistant

Gain courtroom experience under attorney supervision regarding permanent protection order cases. Must be a third-year law students in an accredited college of law and provide a student practice act letter of certification.

Migrant Farm Worker Division Assistant

Assist eligible agricultural workers with civil cases including: wages, housing, immigration, health and safety, civil rights and public benefits. English/Spanish bilingual volunteers especially encouraged or required for some positions. Transportation for outreach and/or relocation to Colorado agricultural areas may be required for specific summer internship positions.

Translation Assistant

Translate letters, brochures, and other legal documents from English to Spanish. Research and identify useful translations from other organizations. Coordinator and organize material for Spanish-speaking clients for use by other CLS units and offices. Spanish language major (upper division) or fluent in Spanish and English. Familiar with Microsoft Word. Ability to work independently. A commitment of one day per week is required for a minimum of six months (interns and work study students negotiable).

Website Maintenance Volunteer

Assist IT Projects Administrator in keeping specific areas of the CLS website up-to-date. Gather statistical information about website usage. Comfortable with technology, specifically using the Internet to do research, browsing through websites

and communicating through e-mail. Access to a computer with Internet access and e-mail functionality needed (ability to work remotely preferred). Law degree not required. A commitment of one day per week is required for a minimum of six months (interns and work study students negotiable).

Office Aid

Perform general office tasks such as data entry, filing, photocopying, scheduling appointments and distributing materials. No prior legal experience needed. On-the-job training provided. A commitment of one day per week is required for a minimum of six months (interns and work study students negotiable).