



GENERAL SUMMARY

The Office of the Alternate Defense Counsel offers an exciting opportunity for contract Paralegals to play an important role on interdisciplinary criminal defense teams. This is not a state employee position, but rather an independent contractor opportunity. OADC contracted paralegals apply criminal procedures, rules and laws guiding legal practice in criminal defense to support and assist with a variety of litigation needs under the specific direction, instruction, and guidance of an OADC contract attorney assigned to represent indigent clients charged with a crime or delinquent act. OADC contract paralegals serve as members of the criminal defense team and as such are bound by the Colorado Rules of Professional Conduct, including rules regarding attorney-client privilege and client confidentiality. The OADC paralegal position requires the exercise of professionalism, confidentiality, initiative, independent judgment, problem-solving, sensitivity and discretion in handling delegated legal tasks.

Exceptional candidates will be self-motivated, independent, and possess strong organizational skills. Paralegals will work closely with attorneys to support the best legal defense. **We are committed to fostering a culture of inclusion and an environment of representation diversity, and encourage individuals of many identities, backgrounds, and experiences to apply.**

AGENCY MISSION

The mission of the Office of the Alternate Defense Counsel (OADC), through the practice of holistic public defense, is to help adults and children who the government has charged with criminal and delinquent offenses. The OADC's holistic practice model fosters ethical, informed, and standard-driven best practices in public defense. The OADC allocates resources in a manner intentionally designed to rebalance the disparate power wielded by the government in the criminal legal system. We advocate for every client's inherent worth and dignity by centering the client's experiences and voice to achieve the best legal outcome.

The OADC is dedicated to zealous, client-centered advocacy rooted in social justice, integrity, and humility. We recognize that we are working within a broken and racist criminal legal system. We also acknowledge that public defense advocates play an essential role in challenging bias and disparity within the courtroom, within our offices, and within ourselves. There is a disparate presence of violent policing, over-charging, and harsher sentencing outcomes for Colorado's people of color and other vulnerable populations. The OADC is unwavering in its support of decarceration, the decriminalization of youth, and equity within the criminal legal system.

OADC EQUITY, DIVERSITY & INCLUSION (EDI) VISION:

accelerate Equity, advance Diversity, amplify Inclusion – together
#SeeStriveTransformTogether

The OADC believes that transforming EDI work at this core level takes courage and intention. The work has progressed from the inside out - beginning first with building a team united in its understanding of and deep commitment to EDI and working to actualize this commitment through efforts to shape and refine our culture, spaces, and practices.

PRIMARY DUTIES AND RESPONSIBILITIES

- Conducts work as a member of an interdisciplinary defense team while adhering to the Colorado Rules of Professional Conduct regarding client-attorney privilege and confidentiality, among other ethical responsibilities.
- Organize and maintain digital case information and set up digital sharing platform.
- Manage and organize discovery. Convert electronic files to PDF and other formats. Build trial notebooks, create digital bookmarks and indexes for easy reference and access by the defense team. Create spreadsheets, word tables or other organizational documents to manage and organize case records and information including, but not limited to, discovery, witnesses, evidence, and exhibits.
- Review and summarize discovery, videos, and witness interviews. Identify matters of significance and bring them to the attention of the defense team. Review discovery with the client. Request and review client records, court records and transcripts to complete case files.
- Review client charges, pleadings, and court orders and research legal issues as requested by the attorney, including searching and reviewing statutes, case law, and legal articles for legal precedent, mitigation and sentencing considerations. May assist attorneys in identifying potential conflicts of interest.
- Search case-related information as requested by the attorney such as, trending media, news publications, court records and anything referencing the case, client, codefendants, or witnesses that may assist in the preparation of the case, hearing, trial, juror selection or defense strategies.
- Keep the defense team updated as new information is added to the case files.
- Under the attorney's direction and review, draft routine and standard motions, briefs, and legal memoranda. Proofread and edit motions prepared by attorney. File pleadings and motions. Redact documents.
- Paralegals assigned to assist with post-conviction cases may obtain copies of the court file, hearing and trial transcripts, appellate files, trial attorney files, and any other materials deemed necessary. Paralegal will organize materials and summarize as designated by the attorney.
- Track and monitor case status and critical timelines on assigned cases to ensure court filings are processed in accordance with established criminal procedures, rules, and laws. Keep the attorney and client apprised, as appropriate.
- Provide support for hearings or trials as requested by the attorney including, but not limited to, preparing subpoenas, preparing jury instructions, preparing exhibits, assisting with jury selection, coordinating witness testimony, tracking witnesses, tracking exhibits, client communication, note taking and documentation of events, coordinating trial materials, and

technical assistance with audio/visual platforms for evidence and electronic/video presentations.

- Draft and respond to correspondence from clients, client family members, and representatives from collateral agencies, to obtain and exchange pertinent information.
- Perform other duties as required, assigned or requested by the OADC contractor attorney.

SKILLS DESIRED AT ENTRY:

- Self-directed organizational and time-management skills with the ability to meet sometimes short deadlines.
- Familiarity of the criminal legal system.
- Culturally responsive practice and skills while serving underserved or underrepresented populations and associated issues.
- Empathy for the needs and histories of people with criminal records.
- Ability to understand the complexities of client-attorney privilege and confidentiality.
- High level of initiative, enthusiasm, and motivation.
- Knowledge of:
 - Colorado criminal legal procedures, terminology, rules, and statutes.
 - Techniques and methods of legal research and investigation, including familiarity with law library materials and use of Westlaw, LexisNexis or other legal research databases.

Skills In:

- The use of computers and related office software systems such as Microsoft Office, Excel, Adobe Acrobat and audio/visual software and equipment, and the ability to learn new programs;
- The use of Colorado Courts e-filing system; CCEF (Colorado's Electronic Filing System)
- The use of Colorado Criminal e-discovery (CDAC) system;
- Strong verbal and written communication.

Ability To:

- Work on an interdisciplinary legal team
- Work independently (under the supervision of an attorney) to accomplish assigned tasks while also having the ability to work cooperatively with other defense team members, court personnel and representatives of collateral agencies;
- Prioritize assignments to meet deadlines;
- Multitask;
- Pay attention to detail;
- Process and organize large amounts of information.
- Utilize standard software applications such as Word, Excel, Acrobat, and PowerPoint. Internet access and email required.

QUALIFICATIONS

- Any one of the following:
 - Successful completion of the Certified Legal Assistant (CLA) or Certified Paralegal (CP) certifying examination of the National Association of Legal Assistants;
 - Graduation from an ABA-approved program of study for paralegals, plus not less than six months of paralegal internship or paralegal work experience;

- Graduation from a course of study for paralegals which is institutionally accredited but not ABA approved, which requires not less than the equivalent of 60 semester hours of classroom study, plus not less than one year of paralegal internship or paralegal work experience;
- Graduation from a course of study for paralegals, other than those set forth above, plus not less than one year of paralegal internship or paralegal work experience;
- A bachelor's degree from an accredited college or university in any field, plus not less than one year of paralegal internship or paralegal work experience;
- A minimum of one to two years of law-related experience under the supervision of an attorney, including at least six months of paralegal internship or paralegal work experience (employment, as an investigator, administrative assistant, legal assistant or OADC contracted Case Assistant, could be examples of law-related experience);
- Other relevant work experience may be considered in lieu of the above requirements.

BENEFITS AND COMPENSATION

This is a contract position that pays an hourly rate of \$42/hour with the opportunity for a rate increase if language skills outside of English are needed on a case. In addition, contractors will be reimbursed for mileage at the state rate per C.R.S. § 24-9-104. Contractors are expected to submit timely and accurate billing to the Office of the Alternate Defense Counsel. No benefits are offered.