



State of Colorado

Office of the Alternate Defense Counsel

Lindy Frolich, Director
www.coloradoadc.org

Denver Office
1300 Broadway, #330
Denver, Colorado 80203
Phone: (303) 515-6920

Job Title: Administrative Specialist
Closing Date/Time: Friday 06/01/18 11:59 PM Mountain Time
Salary: \$3,758 per month
Job Type: Full Time (1.0 FTE)
Location: Denver Metro, Colorado
Agency/ Branch: Office of the Alternate Defense Counsel / Judicial Branch

Please follow the directions below to apply:

Applicants must submit electronically to the e-mail address listed below a package consisting of:

- (1) A **cover letter** explaining how the applicant satisfies the job requirements outlined in the official job description and would be a good fit for the position;
- (2) a **resume** and;
- (3) a completed official Office of the Alternate Defense Counsel **job application**. The application can be found at <https://www.coloradoadc.org/images/OADCUpload/oadc-job-app.pdf>

To: Lindy Frolich, Director
Office of the Alternate Defense Counsel
job@coloradoadc.com

To be considered for this position you must submit an Office of the Alternate Defense Counsel Application. A resume alone is not sufficient. Applications must be received by 11:59 p.m. June 01, 2018.

GENERAL STATEMENT OF DUTIES

This position is responsible for general office tasks, acts as administrator for internal and external systems, liaises with the public, contractors, and the OADC Commission, and assists the Director, Deputy Director, Training Director, Budget Analyst, Coordinator of legal Resources, and Juvenile Coordinator in performance of their duties.

Description of Job:

ESSENTIAL FUNCTIONS OF THE POSITION

To be established by the Office of Alternate Defense Counsel.

Examples of functions may be to:

- Provide general administrative and clerical support to the OADC.
- Participate in the development, implementation, tracking and monitoring of OADC lawyer/investigator contracting procedures.
- Calendar lawyer/investigator evaluations.
- Assist in the preparation of spreadsheets and reports.
- Assist in responding to defendant correspondence, and other client related communications.
- Assist in maintaining and updating the agency's web site.
- Coordinate and communicate with OADC contractors, court staff, and others.
- Function as back-up for processing payments, payment data, and verification of contractor appointments.
- Attend meetings and trainings as required.
- Process mail according to office policy.
- Perform other duties as assigned.
- May require occasional travel.
- CCE and Data Access inquiry.
- CAAPS contractor inquiry.

DISTINGUISHING FACTORS

*The applicant must have good technical skills, communication skills, people skills, and an ability to quickly acquire a knowledge base of criminal and juvenile trial court and appellate practices. This individual must be able to represent the best interests of the OADC. This position reports directly to Agency's Director.

Minimum Qualifications, Substitutions, Conditions of Employment & Appeal Rights:

QUALIFICATIONS

To perform this job successfully an individual must be able to perform each of the above essential functions satisfactorily, be computer literate and have the working knowledge and ability to produce documents using Word, Excel and Adobe Acrobat DC, and accurately type 40 or more words per minute. The requirements listed below are representative of the physical and environmental conditions required of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum qualifications:

Graduation from High School or equivalent is mandatory. Some post-high school education is preferred. Bilingual Spanish is preferred.

Supplemental Information:

Faxed or mailed applications will NOT Be Accepted. Be Sure To Follow The Directions To Apply.

PHYSICAL DEMANDS

While performing the duties of this job the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

This position is subject to many interruptions and may require handling multiple calls and inquiries at once. The noise level in the work environment is usually quiet.

EEO/AA/ADA EMPLOYER

NOTICE! Each person employed must present identity and employment eligibility verification.

NOTICE! Employees hired after March 1, 1988, must be on the payroll direct deposit program.

NOTICE! Disabled applicants: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the hiring authority.

NOTICE! All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring.