



STATE OF COLORADO  
invites applications for the position of:

# Assistant Attorney General (Human Services)

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1300 Broadway, Denver, CO 80203

**SALARY:** \$6,550.00 - \$8,200.00 Monthly

**OPENING DATE:** 04/23/21

**CLOSING DATE:** 05/12/21 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



The Human Services Unit within the State Services section is seeking two attorneys to join its dynamic and collaborative legal team. The Unit advises the Colorado Department of Human Services and its various offices, including: the Office of Behavioral Health, the Office of Adult, Aging and Disability Services, the Office of Early Childhood, the Office of Economic Security, the Office of Children, Youth and Families, the Office of Community Partnerships, and the Office of Administrative Solutions. The Unit offers the opportunity to practice in several challenging areas of law that frequently present novel legal questions. Statutes and regulations governing the Department of Human Services have a substantial impact on some of Colorado's most vulnerable citizens.

The Office of the Attorney General/Department of Law is the "People's Lawyer." The Attorney General, Phil Weiser, was elected by the people of Colorado and is the State's chief lawyer and law enforcement official. Our vision for the Department of Law is: "Together, we serve Colorado and its people, advancing the rule of law, protecting our democracy and promoting justice for all." Our core values and commitment to diversity, equity, and inclusion, drive our actions and demonstrate our focus on being principled public servants who are innovative and better together. Visit our website to learn more: <https://coag.gov/>.

**DESCRIPTION OF JOB:**

## WHAT YOU WILL DO

In this role, you will have the opportunity to appear in the Office of Administrative Courts to defend findings of child abuse and neglect made by county human services departments, and to prosecute licensing actions against childcare providers and substance disorder treatment providers for violation of Department rules and applicable state statutes. You will also defend the Department's decisions on judicial review in the district court and defends against civil complaints seeking non-compensatory relief. Other cases involve issues related to public benefits and child support services, care and treatment of individuals living with developmental disabilities or a mental health disorder, and juvenile justice.

We routinely provide general counsel to the Department on rulemaking, legislation, and records requests and subpoenas, this work will include legal research and writing to advise the Department on specific issues. Cases and assignments vary and may originate from any division within the Department.

## **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

### **WHAT WE ARE LOOKING FOR**

The Human Services unit is seeking experienced, confident, and adaptable attorneys who are passionate about public service and want to be a part of a collaborative and supportive team. Ideal candidates to join our Unit will have enough experience with litigation that they can jump in and manage their own caseload; be able to assess problems, evaluate and determine solutions, and effectively communicate those findings; and have comfort representing clients in hearings.

In addition, the best candidates will possess the following skills and attributes:

- Excellent interpersonal skills
- Ability to work both independently and productively as part of a team
- Experience in at least some of the following areas of law: administrative, juvenile, child welfare, behavioral health, privacy law, and open records law
- Commitment to diversity, equity, and inclusion in all aspects of the work

Please note: Litigation experience does not need to be limited to criminal or civil, but please describe your litigation and subject matter experience in your cover letter. Also, qualified applicants **must** be licensed to practice law in Colorado or be clearly eligible to waive into the Colorado Bar. Candidates eligible to waive into the Colorado Bar will be required to submit proof of their completed application before the first day of employment.

The final candidates for employment must successfully pass a thorough criminal background investigation.

The Office of the Attorney General is an equal opportunity employer and believes that a diverse work force adds quality and perspective to the services we provide to the public. Candidates with diverse qualities and backgrounds are encouraged to apply.

**This position is non-classified and is not subject to appeal rights.**

## **SUPPLEMENTAL INFORMATION:**

### **We Embrace Flexibility**

We aim to produce outstanding work product for our clients, be efficient with our time, and support each other as team members – which also means we embrace flexible working arrangements when and where possible.

### **We Are Committed to Diversity**

At the Department of Law, we know that we are better together when our differences are valued and everyone is inspired and empowered to contribute. As such, we strive to provide a safe environment where individuals feel valued and respected for who they are; demonstrate a behavior and mindset where differences are welcomed and individuals are equally treated and empowered to do their best work; and promote growth and innovation through a diverse workforce that contributes to creative problem solving and delivers excellent work.

### **We Have Strong Core Values**

Our core values drive our actions. At the Department of Law, we are: 1) principled, maintaining the highest ethical standards, rigorous legal analysis, and careful evaluation of facts; 2) public servants, who are always ensuring our work is not about us, but instead is about the people of Colorado; 3) innovative, by seeking to identify the best approach, make deliberate decisions, and look to improve; and 4) "better together," by working to support each other and collaborate.

### **We are Committed to Developing our Attorneys**

We are deeply invested in our talent and regularly provide meaningful opportunities for personal and professional growth through training and coaching. Further, our professional development and performance goal setting process is collaborative and ongoing, and aimed at helping our attorneys grow and succeed.

### **We Offer Excellent Benefits**

In addition to competitive medical and dental health plans, employer-paid life insurance, paid holidays, retirement plans, and vacation and sick leave earned each month, there are many other unique benefits that we offer, including:

- [Public Service Loan Forgiveness](#): a borrower may qualify for forgiveness by making 120 on-time payments while employed full-time in public service, if they have certain kinds of federal loans in a qualifying repayment plan
- Free access to a recently renovated on-site fitness center
- Excellent work-life programs, such as flexible work schedules, professional development opportunities, and an employee discount program
- Employer-paid mental health and counseling services through Colorado State Employee Assistance Program
- Employer-paid annual attorney registration dues
- Employer-provided access to professional development training and CLE through PLI, Department of Law University and other entities.

#### HOW TO APPLY

Applicants must establish an account with [governmentjobs.com](http://governmentjobs.com) and complete the online applications including the Contact Information section. Applicants are not required to complete the Work Experience, Education, or Additional Information sections of the online application.

Applicants must provide 1) a cover letter detailing your interest in the position and the experience you possess that would make you a strong candidate for the position; 2) a resume; 3) a writing sample, and 4) three professional references. Use the "Attachments" feature of the online application to add documents.

The Department of Law is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Julie Christopher, at [Julie.Christopher@coag.gov](mailto:Julie.Christopher@coag.gov) or call 720-508-6511.

For general questions regarding this position, please contact HR Specialist Daisy Zepeda at [daisy.zepeda@coag.gov](mailto:daisy.zepeda@coag.gov)

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

#### IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Daisy Zepeda: [Daisy.Zepeda@coag.gov](mailto:Daisy.Zepeda@coag.gov)

#### DEPARTMENT CONTACT INFORMATION:

Daisy Zepeda: [daisy.zepeda@coag.gov](mailto:daisy.zepeda@coag.gov)

**METHODS OF APPOINTMENT:** This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #LAA-9854/9164-04/2021  
ASSISTANT ATTORNEY GENERAL (HUMAN SERVICES)  
DZ

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

#### Assistant Attorney General (Human Services) Supplemental Questionnaire

- \* 1. To apply you must submit a cover letter, resume, writing sample, and three professional references. These documents are reviewed to assess candidates, and failure to attach all may result in your application not being considered.
  - I confirm that I have attached all required application materials.
  - I have not attached all required application materials.
- \* 2. Please provide your CO attorney registration number and admission date. If you are not licensed in CO, please provide the state in which you hold a license, your attorney registration number, and admission date.

- \* 3. Describe a situation in which you've had to tell a client something they did not want to hear. What guidance would you give to others about how best to say "no" to a client?
  
- \* 4. Describe a time you didn't know how to advise a client on a complex and time-sensitive issue in the moment. What was the scenario and how did you handle it? How did you maintain the client's confidence and trust in you?
  
- \* 5. The workload of the Human Services unit includes emotionally charged cases and sensitive subject matters. Please describe your professional experience working with emotionally charged cases and/or sensitive subject matters.

\* Required Question