

BOULDER COUNTY COLORADO
invites applications for the position of:

Senior Legal Assistant

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

SALARY

Monthly	Annually
\$4,052.00 - \$5,834.00	\$48,624.00 - \$70,008.00

OPENING DATE: 06/03/21

CLOSING DATE: 06/20/21 11:59 PM

DESCRIPTION:



The County Attorney's Office is seeking a **Senior Legal Assistant** to join our operations team in providing technical, clerical, and administrative support for the office. The primary duties for this position will be working to help manage the county's response to Colorado Open Records Act requests from the public, including working with county departments and offices to obtain, compile, assess, and release documents to requesters as required by statute; to search databases and other sources for documents; to work with attorneys in the office to determine which documents to release; and, using specialized software to track requests, document review time, and payments. The senior legal assistant will also work on other issues in the office, including some of the following (depending on the needs and of the office and the interests of the legal assistant hired): supporting the mental health commitment or property tax appeal processes; providing litigation matter support, including filing documents in state and federal courts; or providing general support to attorneys or administrative support to the office. A successful candidate will be very organized, detail-oriented, able to juggle many tasks and deadlines, technologically adept and able to learn and use different specialized software products, and able to work closely and effectively with a variety of people both inside and outside the organization.

The Boulder County Attorney's Office is a great place to work, with excellent benefits, great people, and interesting issues in a professional but fun atmosphere. Boulder County has a strong commitment to Diversity, Equity and Inclusion and all qualified candidates are strongly encouraged to apply.

Work hours are Monday - Friday. Work hours are determined by need but generally fall between 7:30am - 5:30pm. This position will work in the Downtown Court House in Boulder, CO. **Boulder County requires its employees to reside in the state of Colorado as of the first day of work.**

Hiring Salary Range: \$48,624.00 - \$59,316.00 Annually

Classification Salary Range: \$48,624.00 - \$70,008.00 Annually

EXAMPLES OF DUTIES

- Uses document management software to track, respond, and communicate with the public concerning inquiries for public documents pursuant to Colorado Open Records, and coordinates with department custodians and attorneys for proper analysis
- Prepares, files, and/or serves legal documents within court-specified deadlines for both mental health and civil litigation matters
- Prepares, organizes, and maintains case records; reviews case files and court rules to assure timely action or review by attorney
- Proofreads and edits material for clarity, grammar, punctuation, and spelling; finalizes, duplicates, and distributes documents and attachments to attorneys, clients, and other office staff
- Receives and reviews incoming mail; composes responses to routine inquiries from attorneys, agencies, and the public; composes answers to procedural correspondence for approval; routes other correspondence to attorneys, calling attention to items needing immediate consideration
- Schedule and arrange group meetings; support attorneys and paralegals with special projects as needed

REQUIRED QUALIFICATIONS

PLEASE NOTE: When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined below, will not be considered. Resumes are not accepted in lieu of completed applications.

Please be aware that your cover letter and resume will not be accessed in the initial screening process, so you must complete your application and supplemental questions with as much detail as possible. Any personally identifiable information (PII) such as name and address will be redacted from applications that meet the minimum screening requirements and are forwarded to the hiring manager. If the hiring manager selects you to advance in the hiring process, your cover letter and resume will then be accessible to the hiring team.

EDUCATION AND EXPERIENCE:

Boulder County is looking for well qualified candidates to fill our positions. In this position, we are looking for a minimum of a high school diploma or equivalent and six years of office experience with four years in the legal profession.

PREFERRED QUALIFICATIONS:

- Familiarity and comfort with document and records management
- Familiarity with Colorado Open Records Act compliance
- Strong technical skill set; able to work effectively with various software systems like GOVQA, OpenText (DM), Adobe Acrobat Pro, Microsoft Office applications
- Superior communication skills (written, oral, and listening) with the ability to work with a variety of individuals from diverse backgrounds
- Ability to work independently and be self-motivated, handling multiple competing priorities, difficult individuals, sensitive situations, and crisis situations
- Ability to function well under time pressure and impending deadlines
- Exceptional interpersonal skills to interact effectively with the public and people in other departments and offices

SUPPLEMENTAL INFORMATION

Boulder County is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.



An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at www.bouldercounty.org. Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.bouldercounty.org>

Job #3813(RA6)
SENIOR LEGAL ASSISTANT
KM

ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:
Boulder County Courthouse Information Desk
1325 Pearl Street
Boulder, CO 80302
303-441-3525
jobs@bouldercounty.org

Senior Legal Assistant Supplemental Questionnaire

- * 1. Do you have at least six years of office experience or equivalent?
 Yes No

- * 2. Do you have at least four years of office experience with duties related to the law or equivalent experience?
 Yes No

- * 3. Can you commit to address appropriately issues of diversity, equity, and inclusion in work responsibilities and professional relationships?
 Yes No

- * 4. Please describe your experience managing or maintaining legal or other kinds of records.

- * 5. Please describe your experience working with clients or members of the public.

- * Required Question