Job Description: CSI Attorney - Housing

NATURE OF WORK
CLS’ Coordinated Statewide Intake Unit (CSI) receives over 10,000 calls each year from applicants seeking legal help. Working with a team of dedicated and rotating staff in this fast-paced environment, intake attorneys provide advice and brief services over the phone to applicants throughout the State with landlord-tenant issues.

DUTIES AND RESPONSIBILITIES
- Review initial case information and documentation from non-attorneys;
- Investigate applicants’ legal issues through client interviews, documentary review, research, and analysis;
- Provide applicants with case-specific advice or brief services (ex. prepare an answer, contact third-parties, conduct negotiations);
- Draft and revise informational materials, such as fact sheets and advice letters, on an ongoing basis, keeping current with general and specialized poverty law developments;
- Maintain familiarity with various financial resources, client services, and systems that provide services to clients in the local communities, making referrals as appropriate;
- Serve as a resource for non-attorney staff on legal questions;
- Contribute to CSI culture of learning and feedback through active participation in trainings and staff meetings.

QUALIFICATIONS
Must be a licensed attorney barred in Colorado. A customer-service orientation as well as plain-language communication skills are required. Must demonstrate excellent time management skills with an ability to identify urgent issues and reprioritize as necessary. 2+ years experience representing clients with landlord-tenant issues is required. Demonstrated commitment to lower income Coloradans is preferred.