SUPERVISING ATTORNEY
HOUSING UNIT
JOB DESCRIPTION

Minimum qualifications This position requires a license to practice law in the State of Colorado. Five or more years experience as a legal services attorney is preferred. Prior supervisory or administrative experience with a legal services program or a law office is desirable.

This is a full-time management position. This position reports directly to the Director of Advocacy.

Duties and responsibilities

1. The supervising attorney will supervise the legal work of the Unit. She will conduct weekly specialty Unit meetings at which:
   • new cases are reviewed and analyzed, are accepted or rejected, and are assigned;
   • ongoing cases are reviewed;
   • special projects and major cases are reviewed and assigned;
   • the supervising attorney shall assign cases and special projects;
   • Assist casehandlers with contested matters, review all contested proceedings with the casehandler before and after they take place;
   • Participate in the supervision of legislative and administrative advocacy and special projects;
   • Encourage the development of complex legal work consistent with program priorities, Unit protocols and the long-term goals of the Unit;
   • Co-counsel all cases with new casehandlers until the expiration of their probationary period;
   • Review all opening and closing case memos;
   • Approve the closing of all cases;
   • Recommend approval of expenses from the litigation fund before they are submitted to the Director of Litigation for final approval.
2. **The supervising attorney will assist in training members of the Unit.**
   - Provide orientation and training for new Unit members;
   - Develop training for Unit members in conjunction with the Director of Advocacy;
   - Recommend approval of training expenses for Unit members prior to the submission of the request to the Director of Advocacy.

3. **The supervising attorney, with the assistance of the Director of Advocacy, will conduct performance evaluations of Unit casehandlers.**
   - Conduct performance evaluations of all Unit casehandlers and, as needed, develop remedial work plans and developmental training plans;
   - Conduct performance evaluations of probationary casehandlers prior to the expiration of their probationary period.

4. **The supervising attorney will oversee planning of the legal work of the Unit and coordinate implementation of the legal work by conducting periodic meetings to develop long range plans for the Unit. Long range plans will address:**
   - Complex cases and special projects;
   - Areas of concentration;
   - Training;
   - Administrative procedures;
   - Outreach and community education and involvement.

5. **The supervising attorney will supervise the day-to-day activities of the Unit and will be responsible for the following administrative duties, which may be delegated to an appropriate Unit member with the approval of the Executive Director or the Director of Advocacy:**
   - Approve requests for annual leave, personal leave, flex-time and administrative leave;
   - Recommend approval of requests for parental leave;
   - Assign intake responsibilities and prepare a monthly intake calendar;
   - Review and approve time and attendance report forms;
   - Coordinate coverage and responsibility for the work of absent Unit members;
   - Review and approve mileage reimbursement requests.

6. **The supervising attorney will participate in hiring of Unit members. The supervising attorney will**
   - Make recommendations to the Executive Director regarding the hiring of new
Unit staff;

- Interview candidates for law clerk positions, internships and work study students and make recommendations to the Director of Advocacy regarding their selection.

7. **The supervising attorney will be responsible for personnel management and discipline. The supervising attorney will**

- Address personnel needs and problems within the Unit and resolve them through informal intervention and interaction, or formal discipline and other action, including oral and written warnings following consultation with the Executive Director or his/her designee.
- Recommend major disciplinary action, including suspension and/or termination to the Executive Director;
- Areas of responsibility and authority of the supervising attorney will include:
  - non-compliance with accepted work standards,
  - interpersonal disputes which affect work performance or relations with clients,
  - questions regarding the allocation of workload, and
  - client relations.

8. **The supervising attorney will assist with the preparation of applications for and supervision of state and federal grants.** The supervising attorney will be responsible for drafting grant proposals, act as Project Director and/or otherwise supervise these grants and projects, and prepare required reports and carry out other administrative duties connected with these grants and projects.

9. **The supervising attorney will maintain an active caseload.**

The level of the caseload will be less than that expected of other casehandlers with similar legal experience in order to allow the supervising attorney time to carry out necessary supervisory and administrative duties. The supervising attorney’s active caseload will be determined by the Director of Advocacy after discussion with the supervising attorney and other Unit members taking into consideration such factors as: the number of staff in the Unit; and the legal experience of the casehandlers in the Unit and the special attention and training needs of the casehandlers in the Unit.