

**OFFICE OF ATTORNEY REGULATION COUNSEL
JOB DESCRIPTION**

Job Title: Inventory Counsel Coordinator
Status: At-will employee
Non-Exempt
Full-Time
This position is not covered by the Colorado Judicial Department Personnel Rules.
Salary: **\$54,000**

General Statement of Duties

Assist Chief Deputy, Deputy and Assistant Regulation Counsel, Inventory Counsel, and/or volunteer attorneys appointed as Inventory Counsel, with winding down a lawyer's practice of law upon death, disability, suspension, disbarment, or other circumstances as are set forth in C.R.C.P. 244.3(b). Such assistance includes securing client files and bank records from throughout the state, inventorying client files and documents, entering all relevant information into an inventory database, contacting clients through letters and phone calls, returning files to clients, drafting pleadings under the direction and supervision of Inventory Counsel, and supervising the destruction of client files. Client files to be inventoried may be in paper or electronic format. Assist in other areas of the office as needed.

Essential Functions of the Position

Complete an initial assessment of an inventory request, to be reported to Inventory Counsel, identifying active and inactive files, the age of such files, the quantity of files to be returned and the amount of work needed to complete the inventory process.

Quickly and efficiently overview client case files to identify client contact information, whether there is original documentation within the file, and determine if the client needs to be contacted. Particular focus should be given to locating active client files for rapid return to clients, as well as locating original documentation within a file.

Assist in investigations to determine ownership of funds held in a lawyer's trust account.

Draft legal documents associated with the inventory, including pleadings, to be reviewed and approved by Inventory Counsel.

Conduct thorough investigations through background search programs, such as Accurint, Colorado Courts E-Filing (CCEF), and PACER to obtain contact information for inaccessible clients.

Work with standard computer programs, such as Microsoft Word, Access, Excel and Outlook; CCEF and JustWare, in order to prepare and send communications; correctly input the contact information for each respective client associated with the inventory; to organize and report

information obtained through the inventory process; to update office files; and to locate criminal sentencing information in order to determine whether criminal defense files must be retained.

Work cooperatively with support staff and professional staff.

Communicate in a professional, patient and courteous manner with a diverse cross-section of people, including the general public, family members of deceased or disabled lawyers, clients, court personnel and personal representatives.

Prepare letters to clients notifying them their file or files have been recovered.

Travel throughout the State of Colorado to go to the location in which the affected lawyer practiced law, and often work on-site at that location or nearby for a period of time. Travel may occur in a state fleet vehicle, or in his or her own vehicle, as may be appropriate in the circumstances.

Mail files to clients or other designated parties after receiving client authorization as to file return, or make other arrangements to return client files.

Assist in other areas of the office as needed, including assisting investigators with delivering and obtaining materials, filing and scanning documents.

Assist in the development and maintenance of inventory counsel policy/procedure manuals.

Provide courteous, effective, and timely customer service to colleagues, vendors, and customers.

Maintain confidentiality in the handling of sensitive information and documents, including client file information as required by C.R.C.P. 244.4(e).

Acquire and maintain basic awareness of appropriate state laws and court rules associated with all aspects of the Attorney Regulatory Offices' processes and core office functions.

Assist in the preparation of client records/financial records/inventory reports for regulatory matters as provided in the Colorado Rules of Civil Procedure. May testify in court concerning these documents.

Attend meetings and trainings as required.

Perform other duties as assigned.

Knowledge, Skills, and Ability

Knowledge of appropriate state laws and rules of procedure associated with the inventory counsel process (i.e. C.R.C.P. 251.32(h); and C.R.C.P. 244.1 through 244.4) and the attorney regulatory system in Colorado.

Knowledge of investigative methods and procedures.

Knowledge of law office procedures.

Ability to have a working rapport with court personnel, state and local agencies, clients seeking files, disabled or suspended lawyers, and family members and former employees or lawyers for whom inventory counsel has been appointed.

Perform assignments accurately and work independently.

Knowledge of MS Word, Access, Excel, Outlook, JustWare, CCEF, and the internet.

Ability to lift and/or move up to 30 pounds.

Active driver's licenses in order to drive state fleet car to job sites.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, to sit, to use hands to perform repetitive motions, to crawl, to climb stairs or ladders, to carry files, boxes and other items, to operate a motor vehicle, and to talk and hear. The employee regularly lifts and/or moves up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The noise level in the work environment is usually moderate. This position is subject to many interruptions, handling multiple requests and inquiries simultaneously, and managing multiple areas of responsibility. As travel is required, unknown work environments are encountered and often outside work environments are found in extreme hot or cold temperature, outside and inside storage areas, dusty or dirty areas, and confined spaces which are difficult to reach.

Minimum Qualifications

Two years of college, a paralegal or legal assistant certificate from an ABA approved school or program, or comparable experience. Knowledge of the Colorado state court system is desired but not required.

Send cover letter and resume to Office of Attorney Regulation Counsel, Attn: Kevin Hanks, Office Manager, 1300 Broadway, Suite 500, Denver, CO 80203 or via email to k.hanks@csc.state.co.us to be received by Friday, December 3, 2021.

Finalists will be invited to a remote interview.

OARC is proud to be an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), gender expression, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, or military service.