

Probate Law Clerk

Job Code: JD04176

Location: Golden, CO

Department: 1st Judicial District Trial Courts

Posted: 07/18/2024

Closes: 08/18/2024

Position Number: 30510

FTE Level: 1.0

Apply at:

<https://coloradojudicial.recruitmentplatform.com/details.html?jobId=6488&jobTitle=Probate%20Law%20Clerk>

POSITION INFORMATION

Job Code: R45010

Full Time Salary Range: \$61,540.00 - \$89,234.00

FLSA Status: Excluded

Click here for information on employee benefits: www.coloradojudicial.gov

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

MISSION STATEMENT

The Judicial Department works to provide equal access to justice, contribute to public safety, and strengthen the rule of law across Colorado. Together our courts and probation departments are committed to impartial and timely dispute resolution; support for families, litigants, and victims; client rehabilitation; and meaningful community engagement.

STATEMENT OF DUTIES

General Statement Of Duties:

Provides assistance and research to a district court judge in the Colorado Judicial Department.

Distinguishing Factors:

Positions in this classification are distinguished from legal research attorneys due to the concentration on legal services for a district judge and often includes courtroom and

bailiff duties. Supervision is received from a District Court Judge. The Law Clerk is a classified, non-certified position that is considered at-will and may be terminated at any time with or without cause.

ADDITIONAL COMMENTS

This posting is to fill a PROBATE court opening in Jefferson County, but also will include many civil motions and hearings and occasionally acting as a jury bailiff. The posting may be used to create an eligibility list for future openings. The posting may be extended but first review date will be August 1, 2024. Offers of employment typically start with the base salary for this position. Relevant experience will be considered.

To apply, please submit:

- Resume
- Cover Letter
- Short Writing Sample
- Unofficial law school transcript

***These materials, including letters of recommendation, must be submitted along with the application through TalentLink. You will not have an opportunity to submit materials at a later time. Materials, including letters of recommendation, will not be accepted via email.

ESSENTIAL FUNCTIONS

Researches, studies, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities to process suits, trials, hearings, appeals, and other litigated matters.

Reads and digests opinions, briefs, and motions and extracts excerpts pertinent to points of law and fact.

Prepares briefs, legal memoranda, and statement of issues involved in a case, including appropriate suggestions or recommendations to the judge.

Inspects courtroom for cleanliness, orderliness, proper heat, light, and ventilation; opens court by announcing the entrance of the judge.

Maintains the order, decorum, and dignity of the court by seating jurors, witnesses, and spectators in specific areas of the courtroom and by ejecting persons disturbing court proceedings.

Arranges for food and lodging for jurors, and is responsible for the security of the jury so

as to preclude mistrials.

Obtains and delivers file jackets, minutes, supplies, forms and related items necessary for use by the judge and the staff.

Attends meetings and training as required.

Performs other duties as assigned.

Supervisor Responsibilities:

No formal supervisory responsibility. Responsibility for one's own work product and work within a unit performing similar functions. Rarely provides lead function, advice, or explains work instructions to other employees or volunteers.

MINIMUM QUALIFICATIONS

Minimum Education:

A bachelor's degree from an accredited college or university and successful completion of two years at an accredited law school.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment:

Occasionally handles emergency or crisis situations; frequently subject to interruptions, and multiple calls and inquiries. The noise level in the work environment is usually quiet.

Equal Employment Opportunity, Affirmative Action, and Americans with Disabilities Act Employer Notice

Each individual employed must provide proof of identity and eligibility for employment.

NOTICE: Employees hired after March 1, 1988, are required to enroll in the direct deposit program for payroll.

Request for accommodation: If you have a mental or physical impairment that affects one or more significant life activities (such as mobility, hearing, vision, speech, breathing, learning, etc.) and require reasonable accommodations for testing or interviewing, it is your responsibility to inform the office scheduling the interview or test at least three working days in advance. If you need reasonable accommodation at the workplace, please notify the hiring authority.

NOTICE: All prospective employees of the Colorado Judicial Branch are subject to a background investigation before being hired. Upon request, you can obtain a copy of the Equal Employment Opportunity Utilization Report.

INFORMATION ALERT: Judicial Branch employees are prohibited from holding office in a political party or engaging in partisan activities that promote one political party or candidate over another in political elections. However, employees may hold non-partisan public office as long as there is no conflict of interest or appearance of impropriety with their duties performed for the Judicial Branch. The Chief Judge of the judicial district will have the authority to determine the existence of any conflicts. Employees must obtain prior approval from the Chief Judge before seeking or assuming any such office. It is important to note that any work related to the held office should not be performed during Judicial Branch working hours. Membership on a board or commission that requires registration or party identification as a qualification is not considered a partisan political office.