OFFICE OF ATTORNEY REGULATION COUNSEL
JOB DESCRIPTION

Job Title: Character and Fitness Investigator

Status: At-Will Employee
Non-exempt
Full-Time
This position is not covered by the Colorado Judicial Department Personnel Rules

Salary: **$68,500 – $72,500 /Annual**

General Statement of Duties

Character and Fitness Investigators provide professional and technical support to the Office of Attorney Admissions by assessing the character and fitness of applicants for admission to the practice of law in the State of Colorado in accordance with state and federal laws, and the Colorado Rules of Civil Procedure. C&F Investigators are responsible for conducting background investigations; the gathering of and the monitoring of information gathered by team members; verifying accuracy of data; conducting a full analysis of acquired data; using in-house and on-line resources; conducting investigative interviews; drafting investigation reports; and, making recommendations for action. Work requires sound judgment, skill in applying the prevailing legal standards, a working style characterized by highly ethical practices, and a commitment to inclusive-excellence, openness, flexibility, integrity, kindness and compassion.

Essential Functions, Knowledge and Skills Necessary for this Position

Reviews and analyzes licensure applications for misleading, discrepant, or missing information; identifies need for additional and appropriate follow-up from applicant or third parties. Uses public record searches, internet searches, credit checks, field investigations, criminal background checks, and telephone interviews to further investigations. Experience using alternative means and avenues to obtain needed information or documentation.

Experience and ability to read, understand, and interpret personal background information, third-party information, civil and criminal court records, bankruptcy records, child support records, civil litigation pleadings, criminal records, other legal documents, financial records, and psychological, medical, and treatment records. Familiarity with using that information to conducting an analysis on how demonstrated behavior may impact a person's ability to practice law in Colorado.

Significant workload management skills and experience managing demanding and competing deadlines.

This position requires frequent communication with legal professionals, applicants, interested third-parties, members of the public, and counsel. Outstanding and highly effective oral and written communication skills are a significant requirement and demand of this position.

Familiar with using various communication and investigatory interview skills. At times it may be necessary to use de-escalation techniques. Ability and experience with using these techniques is preferred. Experience implementing interview strategies and techniques in assessing subject credibility.

History of communicating both favorable and unfavorable determinations. Experience in presenting findings or testifying before a court or administrative hearing/board. Familiarity with articulating reasoning behind the findings and how applicable to the character and fitness review. Comfortable in defending determinations and decisions in front of an authoritative panel.

Ability to maintain confidentiality and impartiality in handling sensitive and difficult information and issues; presenting that information in a professional manner; and communicate synopsis of entire investigation in an effective and concise manner in both oral and written format.

Ensures effective, efficient, thorough and impartial investigations, while ensuring attention to detail and accuracy regarding facts, relevance and investigation documentation. Experience in producing comprehensive and critical reports that effectively indicate the facts and analysis on how may impact a person's ability to practice law in Colorado.

Comfortable making decisions and determinations that may impact an individual in the present and future.

Provides regular updates to the investigative team and management about case management, approach, status, and progress, and other information relative to assigned job responsibilities. Ability to transition smoothly from independent and team-oriented work.

Develops and maintains effective working relationship with support staff, professional staff, and a diverse range of individuals. Collaborates with team members in planning and executing routine and complex investigations. Experience providing positive and constructive feedback. Ability to receive and accept positive and constructive feedback.

Works with the Office to develop or refine rules, policies, and procedures to establish or enhance new programs and/or processes in bar admission.

Knowledge of state laws and rules of civil procedure pertaining to the Colorado Supreme Court's regulatory objectives and the Colorado attorney regulation system, including attorney registration, mandatory continuing legal and judicial education, attorney admissions, unauthorized practice of law, client protection fund and judicial discipline proceedings. Acquires and maintains basic awareness of appropriate state laws and court rules associated with all aspects of Attorney Regulatory Offices' processes and core office functions.

Maintain traditional business hours but ability to work nights and weekends when the job demands. Performs other duties as assigned, including but not limited to assisting in the administration of licensure exams.

Attends meetings and training as required. Attendance at national conferences may be required.

Unquestionable integrity, confidentiality and professionalism in a wide variety of situations.

Proficient level computer skills, including use of database, word processing, spreadsheet and presentation applications.

Assists in administering the bar examination. Attendance is mandatory.

Supervisor Responsibilities

No direct supervisory responsibilities are assigned to this position.

Work Environment

The noise level in the work environment is usually moderate and is subject to many interruptions. May handle emergency or crisis situations, may handle multiple calls and inquiries simultaneously, and may occasionally handle absentee replacement on short notice.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; stand; walk; reach with hands and arms; perform repetitive tasks with wrists, hands, and fingers; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Minimum Qualifications

Three years of experience in civil and/or criminal investigations, probation, paralegal, criminal justice, or related field. Effective written and oral communication skills. A bachelor's degree from an accredited college or university is required; major coursework preferably in Criminal Justice, Sociology, Psychology, Social Work, Pre-Law, or a related field; LLB's and J.D.'s welcome to apply.

How To Apply

Send letter of intent, resume and references to The Office of Attorney Regulation Counsel, Attn: Office Manager, 1300 Broadway, Suite 500, Denver, CO 80203. Application materials may also be emailed to Kevin Hanks, Office Manager at k.hanks@csc.state.co.us no later than Thursday, June 22, 2023.

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.