

**OFFICE OF ATTORNEY REGULATION COUNSEL
JOB DESCRIPTION**

Job Title: Executive Assistant
Status: At-will employee
Exempt
Full-Time
This position is not covered by the Colorado Judicial Department Personnel Rules.
Salary Range: \$64,800.00

General Statement of Duties

Provide specialized professional services to Attorney Regulation Counsel.

Essential Functions of the Position

Assist Attorney Regulation Counsel in regular administrative and management tasks of the office, working to ensure that tasks and assigned duties are followed through in a timely manner.

Process invoices and reconcile credit card statements for Attorney Regulation Counsel.

Assist Attorney Regulation Counsel in assembling materials and other preparation as needed for events, meetings and presentations.

Manage all aspects of Attorney Regulation Counsel's calendar, schedule and emails.

Arrange travel to events, conferences, meetings and provide services such as arranging for conference rooms, hotel reservations and food services for Attorney Regulation Counsel.

Coordinate meetings, food and other services for seven Supreme Court Committees and numerous subcommittees.

Coordinate meetings and other services for several national committees.

Assist with distribution of information to Justices of the Colorado Supreme Court.

Manage Attorney Regulation Counsel's files, update filing and close/purge old files.

Prepare and catalogue presentation binders.

Provide input and participate in projects designed to provide support to the functions of Attorney Regulation Counsel.

Compose and type correspondence and other material from dictation or draft copy.

Participate in special projects and committees.

Open, review, and sort mail for Attorney Regulation Counsel.

Respond to all written requests for disciplinary history.

Prepare and maintain seven Supreme Court committee rosters.

Maintains other administrative files.

Attend meetings and training as required.

Perform other duties as assigned.

Knowledge, Skills, and Ability

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, CLJE, attorney admissions, unauthorized practice of law, client protection fund and judicial discipline proceedings.

Ability to deal effectively with the staff, court officials, national and state bar officials, committee members, and the general public.

Knowledge of core law office functions and procedures.

Knowledge of standard computer applications and programs necessary to complete the functions of the job, including Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Powerpoint, Microsoft Access, Kronos and JustWare.

Ability to foster a working rapport with support staff, professional staff, and members of the public.

Maintain confidentiality in the handling of sensitive information and documents.

Perform assignments accurately and work independently.

Excellent typing and communication skills.

Ability to work unsupervised and multi-task.

Ability to interact with the public in a professional, patient and courteous manner and to appropriately interact with complainants and attorneys in distress.

Supervisor Responsibilities

No direct supervisory responsibilities are assigned to this position. However, this position does include supervision of special projects delegated to the receptionist and other staff on a project by project basis.

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; and to talk and hear. The employee will need to be able to 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.

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.

Minimum Qualifications

Bachelor's degree. A paralegal certificate is also preferred. Equivalent work experience in the legal services field may substitute for the educational requirement on a year-for-year basis.