

**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: \$60,000.00

General Statement of Duties

The Character and Fitness Investigator assists the Director of Character and Fitness and Deputy Regulation Counsel in conducting background investigations of applicants for admission to the practice of law in the State of Colorado. The work is conducted in accordance with the Admission Rules of the Colorado Rules of Civil Procedure and office policy. The position is responsible for conducting background investigations, monitoring information gathering, verifying accuracy of data, using in-house and on-line resources, drafting investigation reports, and making recommendations for action.

Essential Functions of the Position

Collaborates with Director, Chief Deputy Regulation Counsel, Deputy Regulation Counsel, and other investigators in planning, executing, and completing routine and complex investigations.

Reviews and analyzes bar applicant files for misleading, discrepant, or missing information; identifies need for additional information and appropriate follow-up from applicant or third parties.

Gathers, organizes, and analyzes facts and documentary evidence.

Uses public record searches, internet searches, credit checks, field investigations, criminal background checks and telephone interviews to further investigations.

Corresponds with applicants and third parties to request additional information; analyzes the applicants and third parties' responses.

Analyzes and summarizes related application information including civil and criminal court pleadings/records, psychological and medical records, bankruptcy records, child support records, civil litigation pleadings and criminal history records.

Prepares investigation reports summarizing investigation findings for consideration by the members of the Character and Fitness Committee.

Develops and maintains effective working relationship with support staff, professional staff, and a diverse range of individuals.

Maintains confidentiality in the handling of sensitive information and documents.

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.

Attends meetings and training as required.

Works with Director, Chief Deputy Regulation Counsel, and Deputy Regulation Counsel to develop or refine rules, policies, and procedures to establish or enhance new programs and/or processes in bar admission.

Keeps Director informed of important developments, work progress, potential problems, and other information relative to assigned job responsibilities.

Performs related work as assigned by the Director, Chief Deputy Regulation Counsel, or Deputy Regulation Counsel.

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.

Knowledge of, and significant experience in, investigative methods and procedures.

Ability to prepare and present comprehensive, confidential investigative reports in a well-organized, clearly written, and concise manner.

Ability to maintain confidentiality and impartiality in handling sensitive and difficult information and issues.

Ability to interview witnesses effectively, and assess credibility.

Ability to work with a diverse range of individuals, both at OARC and with the public.

Experience working with others to conduct investigations.

Experience using Microsoft Office Suite, including Word, Outlook, Excel, and PowerPoint.

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

Experience using online investigative tools and electronic public information resources.

Experience with and ability to read, understand, and interpret court records, legal documents, credit reports, criminal reports, medical and psychiatric/psychological reports.

Attend meetings and training as required.

Perform other duties as assigned.

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 is occasionally required to climb or balance. The employee must 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.

Minimum Qualifications

Five years of experience in civil and/or criminal investigations; relevant paralegal experience may substitute for all or part of this requirement. Effective written and oral communication skills. A bachelor's degree from an accredited college or university is required.