

**OFFICE OF ATTORNEY REGULATION COUNSEL
JOB DESCRIPTION**

Job Title: Investigator
Status: At-will employee:
Exempt
Full-Time
This position is not covered by the Colorado Judicial Department Personnel Rules.
Salary: \$65,000/Annual

General Statement of Duties

Trial investigators assist the trial attorneys in investigating allegations of unethical conduct by attorneys licensed or specially admitted to practice law in the State of Colorado. The trial investigator also assists in attorney disability, reinstatement, readmission and appellate proceedings, and in the investigation and trial preparation for admissions, unauthorized practice of law, and client protection fund matters. The trial investigator assists the Commission on Judicial Discipline with investigations, and trial attorneys acting as Special Counsel for the Commission. Occasionally, the trial investigator may assist with intake matters.

Essential Functions of the Position

Review case files to identify issues and assess need for further investigation or information.

Locate and interview witnesses, assist attorneys in witness interviews and draft witness statements and interview notes.

Gather, organize and analyze facts and documentary evidence. Prepare investigative and trial subpoenas.

Prepare written or oral summaries of specific materials and documentary evidence.

Obtain court files, correspondence or other documents as necessary from the courts, respondents, complainants, witnesses, and public records.

Assist with scheduling depositions and witness interviews.

Locate respondents who have not kept current addresses with the Office of Attorney Registration, and third parties.

Draft reports or memoranda of investigation including discussion of potential rule violations.

Prepare chronology of the factual events in any particular investigative matter.

Prepare supporting affidavits for and testify at immediate suspension hearings.

Assist with the preparation of the exhibit and witness lists if the matter proceeds to formal proceedings.

Attend and participate in trial counsel meetings.

Assist with investigations, injunctive proceedings and contempt proceedings involving allegations of the unauthorized practice of law.

Assist the Commission on Judicial Discipline with investigations. Assist trial attorneys appointed as Special Counsel in Commission on Judicial Discipline proceedings.

Assist with other types of cases such as bar admission cases, client protection fund cases, reinstatement and readmission hearings, and contempt hearings.

Review and evaluate Trust Account Notification cases from participating banks:

- a. Follow the Trust Account Notification policy in investigating these cases;
- b. Provide progress reports (oral or in writing) concerning the investigation to Regulation Counsel or Chief Deputy Regulation Counsel;
- c. Recommend to Regulation Counsel or Chief Deputy Regulation Counsel whether the case should be dismissed, diverted, or requires further investigation.

Make community presentations regarding the Office of Attorney Regulation Counsel and its functions.

Work cooperatively with support staff, professional staff, and a diverse range of individuals.

Perform related work as required by Regulation Counsel, Chief Deputy Regulation Counsel, Senior Deputy Regulation Counsel, or Deputy Regulation Counsel.

Assists in the development and maintenance of JustWare and investigative policy/procedure manuals.

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

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 the Attorney Regulatory Offices' processes and core office functions.

Assists in the preparation of financial records/investigative reports and cost statements for regulatory matters as provided in the Colorado Rules of Civil Procedure. May testify in court concerning these documents.

Attends meetings and trainings as required.

Performs 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.

Knowledge of the Colorado Rules of Professional Conduct.

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

Ability to prepare and present comprehensive written and oral reports.

Ability to interview witnesses effectively and assess credibility.

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

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

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

Ability to speak in public and testify in court proceedings.

Ability to prepare and conduct training seminars for other investigators, trial attorney staff and community groups.

Supervisory Responsibilities

There are no formal supervisory responsibilities, however, investigators often supervise support staff in the completion of discreet clerical projects.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, to sit, to operate a motor vehicle, to carry files and file boxes, to use hands to perform repetitive motions, and to talk and hear. The employee may 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.

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

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 is required.