

Colorado PERA
Job Description
Staff Attorney

JOB SUMMARY

This position is responsible for a variety of legal functions and provides services as requested or assigned by the General Counsel and the Senior Staff Attorneys. The Staff Attorney consults with PERA divisions to provide legal support regarding various business matters of the organization. Examples of responsibilities include legal research and analysis, supporting litigation, benefits, and transactional areas, and representing PERA in the administrative review process.

IDEAL CANDIDATE

Our ideal candidate has employee benefits and litigation or administrative law experience and a strong commitment to public service. We are looking for an effective communicator with the ability to interact with a variety of stakeholders both internal and external to PERA, who functions well in a team-oriented, fast-paced environment with high attention to detail.

Requirements include:

- Juris Doctor and license to practice in the State of Colorado, or the ability to obtain a license within one year of employment
- Three to seven years of legal experience in a related area
- Experience in tax/benefits, litigation, employment, and administrative law preferred
- Demonstrated ability interpreting statutes
- Strong analytical and organizational skills
- Excellent verbal and written communication skills
- Exceptional interpersonal skills

ESSENTIAL FUNCTIONS

- Conduct research and analysis of legal issues impacting PERA as appropriate or assigned
- Provide legal advice, support, and services for the various divisions of PERA
- Collaborate in team-oriented environment to develop and implement legal policies and strategies
- Participate in the development and drafting of PERA Rules and review of proposed legislation impacting PERA
- Ensure compliance with federal and state laws, statutes, and regulations on a variety of issues
- Represent PERA in litigation matters and administrative proceedings, including drafting pleadings, preparing case files and witnesses, and presenting the case
- Review, negotiate, draft, and modify contracts
- Oversee and coordinate outside counsel
- Participate in industry organizations and continuing education seminars regarding pertinent issues or interests of PERA
- Maintain regular and prompt attendance
- Carry out other duties as assigned

QUALIFICATIONS

- Juris Doctor and license to practice in the State of Colorado or the ability to obtain a license within one year of employment
- Experience in interpreting state and federal laws and regulations
- Strong analytical and organizational skills
- Excellent interpersonal skills
- Ability to effectively communicate with all levels of staff and the public
- Possess excellent oral and written communication skills
- Ability to travel as necessary for business purposes

WORKING CONDITIONS

- Standard environment with telephone communication, computer operation, and other office machines
- Occasional travel by car or plane as necessary for business purposes

HYBRID WORK OPTION

- Opportunity to work from home part-time dependent upon factors detailed in PERA's Work from Home Policy.

JOB DESCRIPTION DISCLAIMER:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of an employee. Duties, responsibilities, and activities may change or new ones may be assigned with or without notice.

Unfortunately, at this time, we cannot consider candidates that require sponsorship (now or in the future), or are located outside of the US.

INTERESTED CANDIDATES

Complete the employment application online at <https://www.copera.org/careers>. Please have copies of your resume and cover letter available to upload. Please review the following questions. You will be asked for a response to these as part of your application:

1. *What have you found to be the difficult part of being a member, not leader, of a team? How do you handle this?*
2. *What, in your opinion, are the key ingredients in guiding and maintaining successful business relationships? Provide examples of how you have made these work for you.*
3. *Please describe why you are interested in this position and how your experience would make you successful in this role.*

ABOUT COLORADO PERA

As Colorado's largest public pension plan, we are committed to providing retirement and other benefits to more than 600,000 current and former teachers, State Troopers, corrections officers,

snowplow drivers, and many other public employees who provide valuable service to all of Colorado.

We hire exceptional employees and invest in their growth and development. We are passionate about our work and committed to serving our members by delivering quality customer service, sound investment decisions, and education programs. Our culture is built on the core values of integrity and accountability, excellence and initiative, collaboration, and engagement. We value diverse perspectives and promote an inclusive culture, recognizing that our people are our primary asset. We provide a healthy work-life balance and a culture where excellence is rewarded. At PERA, your work makes a difference every day.

At PERA, you will earn more than just a paycheck—our total rewards package is focused on wellbeing. We offer a comprehensive benefit plan including Health, Dental and Vision coverage with eligibility for most plans being the first of the month following the date of hire. We offer a generous paid time off plan as well as paid volunteer hours, PERA's defined benefit plan, 401(k) and 457 defined contribution plans (including employer match on the 401(k), as applicable), tuition assistance, on-the-job training, free access to an on-site fitness center, free on-site parking or RTD subsidy, and more. PERA is also a Public Service Loan Forgiveness qualifying employer. For more information, please visit www.copera.org/careers.

Position Title:	Staff Attorney
Division:	Legal
Reports to:	General Counsel
Job Status:	Full Time, Exempt
Salary:	\$95,000 - \$115,000, Commensurate with Experience
Posting Dates:	6/30/2023 - 7/21/2023