

STAFF ATTORNEY - TRANSACTIONAL

Summary of Position

Colorado PERA seeks to hire a dedicated and adaptable attorney to join its highly collaborative legal team. The Staff Attorney - Transactional will focus on PERA's transactional matters, while contributing to the wide variety of tasks that fall within the purview of this dynamic team.

The Staff Attorney – Transactional is responsible for legal projects ranging from compliance with applicable laws (including investment and insurance-related matters), working on Requests for Proposals (RFPs), drafting, reviewing, and negotiating contracts, reviewing member-originated documents such as powers of attorney, consulting on potential Colorado legislation, and monitoring changes in law that affect PERA. This position provides services to internal divisions of PERA as assigned.

Ideal Candidate Statement

The ideal candidate is a detail-oriented attorney with a minimum of two years' experience in the areas of business contracts and transactions. They excel in a fast-paced, dynamic environment and manage competing priorities with efficiency and focus. This attorney thrives on collaboration, can pivot quickly to address urgent or emerging issues, and communicates complex legal concepts clearly to non-legal stakeholders. A proactive problem-solver, they partner with staff across organizational functions to provide practical, risk-aware guidance to and contribute to the organization's mission of serving public employees with integrity and excellence.

Essential Duties and Responsibilities

Employees are held accountable for all duties of the job. Individuals must be able to perform these duties with or without reasonable accommodations.

Key Responsibilities:

- Review, negotiate, and draft contracts, contract amendments, and other transactional documents across a wide range of subject matters
- Assist internal stakeholders with drafting and issuing RFPs, review responses, and provide legal counsel to internal stakeholders

- Review and validate member-generated documents, such as powers of attorney, and domestic relations orders
- Provide legal advice, support, and services for the various divisions of PERA, including Investments, Insurance, Accounting, and others
- Conduct analysis and research as appropriate or assigned for a variety of legal issues impacting PERA
- Ensure compliance with federal and state laws and regulations, as well as international laws as needed
- Collaborates in a team-oriented environment to develop and implement policies and strategies
- Participates in the review/drafting of Colorado legislation impacting PERA
- Oversees and coordinates outside counsel as assigned
- Participates in industry organizations and continuing education seminars regarding pertinent issues or interests of PERA
- Maintains regular and prompt attendance
- Carries out other duties as assigned

Job Qualifications

- Juris Doctor and license to practice in the State of Colorado or the ability to obtain a license within 1 year of employment
- At least 2 years of relevant legal experience preferred
- Experience in interpreting state and federal laws and regulations
- Strong analytical and organizational skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Ability to travel as necessary for business purposes

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment with frequent telephone communication, computer operation, and other office productivity machinery, such as a copy and printer machine.
- Occasional moving and positioning supplies in excess of 20 pounds
- All employees are expected to present themselves in a professional manner in alignment with the financial services industry
- Ability to sit for prolonged periods of time
- Ability to operate standard PC equipment
- Ability to handle stress associated with frequent deadline and tight schedules

Hybrid Work Option

- Opportunity to work from home up to three days per week. Eligibility dependent upon factors detailed in PERA's Work from Home Policy.

Qualifications

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:

- Please describe why you are interested in this position and how your experience would make you successful in this role.
- Tell us about a legal issue you had to research and explain clearly to others. What steps did you take to understand the issue and communicate your advice?
- Have you worked on reviewing, drafting, or negotiating contracts? If so, please describe the types of contracts and your role in the process. If not, how would you learn more about this area?

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 be assigned with or without notice.

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

All Colorado PERA employees are subject to PERA's Ethics Policy and some employees are subject to the Personal Trading Policy. These policies include restrictions on outside business activities and employment and have certain requirements on personal trading. You may request copies of these policies from PERA's talent acquisition team and any questions can be answered by PERA's Investment Administration team.

About Colorado PERA

Looking for a career where you can make a difference? Colorado PERA offers benefit services to public employees across Colorado, including teachers, state troopers, snowplow drivers, correctional officers and many others who provide valuable services. As Colorado's largest pension plan, we serve and educate over 700,000 members who are former and current public employees.

At PERA you will earn more than a paycheck. PERA is a culture where you can grow your potential and work in an inclusive environment, where diverse perspectives are valued. We hire exceptional employees and recognize that our people are our best asset. Not only do we make sound investments for our members, PERA invests in our employees' growth through training and leadership opportunities.

To promote wellbeing, we offer hybrid or flexible working options for most roles and a total rewards and benefit program including health, dental and vision coverage - eligibility starts the first day of the month following the date of hire for most plans; generous paid time off and volunteer hours; pension and retirement plans, including PERA's defined benefit plan, 457 defined contribution plan, and 401(k) employer match, as applicable; tuition assistance; free, convenient on-site parking or RTD subsidy; free on-site fitness center to stay active; employee assistance program; training, leadership and mentoring programs and more. PERA is a Public Service Loan Forgiveness qualifying employer.

To learn more about life at PERA, watch this [video](#) or visit www.copera.org/careers.

Position Title: Staff Attorney - Transactional

Division: Legal

Reports to: General Counsel

Job Status: Exempt

Salary: \$125,000.00 to \$145,000.00 Annual, Commensurate with experience

Posting Dates: 08/01/2025 to 08/31/2025