

LEGAL AID SERVICES OF OKLAHOMA, INC.
JOB DESCRIPTION

JOB TITLE: HotDocs Form Developer
DATE: March 2011
REPORTS TO: Community Education/Pro Se
FLSA STATUS: Exempt **FTE:** 25%

JOB SUMMARY: The HotDocs Form Developer is responsible for creating well-organized, user-friendly, automated legal forms and instructions for use by staff, pro bono lawyers and self-represented litigants. The HotDocs Form Developer will work in collaboration with other staff and external stakeholders to develop resources.

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- Demonstrated interest and concern for low-income people.
- Experience, or strong interest in, developing templates using HotDocs[®] (required) and with A2J Author experience an asset.
- Ability to work effectively in collaboration with advocates, courts, other professionals and community advocates.
- Excellent writing and communications skills.
- Flexible, creative and self-motivated.
- General experience with HTML and content management systems.
- Advanced computer skills including knowledge of PowerPoint, Adobe Pro, Audacity.
- Ability to learn new skills quickly.

ESSENTIAL JOB FUNCTIONS:

- Maintain existing and develop new legal form document assembly systems both for self-represented litigants and staff and pro bono attorneys, using HotDocs and A2J Author templates;
- Working with Supervisor and Management to set priorities for template development;
- Working with staff attorneys and private attorneys specializing in each area of the law to ensure the legal accuracy of the forms and instructions developed;
- Researching available forms and HotDocs/A2J Author templates from other states which may be used as templates for Oklahoma specific forms;
- Developing each form and instructions in Microsoft Word;
- Developing each resource with the maximum readability and usability based on current community standards;

- Ensuring that the format of all forms and instructions developed comply with any requirements set forth by the Oklahoma statutes and applicable local court rules;
- Assist and support evaluation of all forms and instructions developed;
- Publishing developed forms to a secure website for access by authorized pro bono attorneys;
- Develop alternative uses for HotDocs or A2J Author templates to increase access to justice for the public and access to information for advocates;
- Performing other duties related to the job activities noted above as assigned by Supervisor.

ADDITIONAL RESPONSIBILITIES:

- Perform other duties and projects as required by Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Flexible with a proven ability to work well with a wide range of individuals and organizations; ability to work effectively as a team member.
- Excellent written and oral communications skills, including an ability to communicate ideas with enthusiasm.
- Strong organizational, analytical, problem-solving and time management skills
- Ability to organize and manage diverse activities and able to set priorities under pressure
- A willingness to develop and apply new computer skills on an ongoing basis.
- A genuine caring for people and a desire to help
- A sense of humor
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Strong sense of customer service.
- Strong proficiency in computer software applications.
- Able and willing to continue professional development.

PHYSICAL REQUIREMENTS

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions;

talking, hearing, and visual acuity; or the ability to perform essential job functions with reasonable accommodation.

- Frequent lifting (up to 25 pounds of paper supplies or minor office equipment).
- Driving to perform outreach as needed.

WORKING CONDITIONS:

- Normal office environment.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position. I further understand that Oklahoma is a *Right to Work* state and no contract is offer or implied through this document.

Employee responsibility(ies): As an employee of LASO, should you lose legal driving privileges for whatever reason and/or you are charged with a felony, YOU MUST notify Operations personnel within three working days. This must be done in writing. (e-mails accepted)

My signature indicates that I have received a copy of this job description and understand its contents:

Employee's Signature

Date

Print Name