

# Clean Energy Legal Support Specialist

**About Keyes & Fox LLP:** Keyes & Fox LLP (“K&F”) is a 15-17 attorney renewable energy-focused law firm based in Denver, CO, with a satellite office in San Francisco, and with most attorneys working remotely. Our clients include solar energy and energy storage developers, clean energy and vehicle electrification advocates, environmental non-profits, and local governments engaged in local energy issues. We work nationally, with an emphasis on the Western United States primarily in Public Utility Commissions and other administrative agencies and on developing contracts to facilitate the purchases and sales of clean energy technologies.

Our mission is to provide our clients with the expertise and services they need to navigate the complex and rapidly evolving energy, transportation, and utility sectors. Our work will support the expansion of clean energy, transportation electrification, and utility related services around the country through first-class, professional assistance to a full spectrum of market participants.

**Summary:** K&F seeks a full-time Clean Energy Legal Support Specialist, primarily to support its operations, client management, and document filing support services for client regulatory filings with state agencies. The Clean Energy Legal Support Specialist will play a vital role in delivering superior service to K&F clients and help the Company operate more efficiently and effectively. Strong attention to detail is a must. This is a full-time position and usually aligns with standard business hours, but the work schedule for this position will vary. ***Only applicants willing and able to work until ~5:30 p.m. PST/6:30 p.m. MST on occasion (possibly up to two or three times a week, and sometimes with short notice), will be considered.***

## **Responsibilities:**

- Prepare, in coordination with attorneys, and execute regulatory filings for state public utility commissions, and other administrative and judicial offices in coordination with K&F colleagues and/or directly for clients, according to state-, administrative- and proceeding-specific procedures.
- Research filing procedures and rules of practice and procedure for different jurisdictions to ensure compliant filings.
- Manage and maintain electronic filing systems, databases and archives.
- Draft basic legal documents such as entries of appearance, service list requests, and other formal notices.
- Manage weekly filings calendar and client and attorney calendaring requests.
- Proofread, format, edit and help prepare letters, reports, correspondence, legal documents (e.g., contracts, motions, briefs, testimony, exhibits), spreadsheets and other project materials.
- Troubleshoot formatting issues and maintain document conformity and consistency.
- Legal citation checking and formatting.
- Digital file-keeping, to include tracking discovery requests and responses.
- Assist with business operations, including invoicing, accounts receivable, record keeping and archiving, new client onboarding, marketing activities, reconciliation of expenses, project tracking, PTO tracking, and other administrative duties.
- Identify issues and opportunities for improvement in the Company's operations and

develop recommendations for addressing them.

**Ideal Candidate:**

- Extremely detail-oriented and well organized.
- Excellent written and oral communication skills.
- Detailed proof-reading and document editing skills.
- Paralegal experience.
- Ability to learn quickly.
- Ability to multi-task and smoothly transition from one work stream to another.
- Ability to self-manage time and prioritize assignments with competing deadlines.
- Ability to handle time-sensitive assignments.
- Ability to research and conform to varying procedural practices as well as attorney- and client-specific preferences.
- Ability to work effectively in a team environment under tight deadlines.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat Pro.
- Bachelor's Degree, Paralegal Certificate, or Associate Degree.
- Familiarity with clean energy legal and/or policy issues (not required).

**Location:** Denver, CO (downtown), with remote working arrangements available.

**Compensation:** \$60,000 - \$80,000 per year; 20 days of PTO plus paid sick days and holidays; discretionary productivity, business development, and end-of-year bonuses; health insurance benefits; and SIMPLE IRA matching.

**To Apply:** Please send a resume and cover letter to [jschlesinger@keyesfox.com](mailto:jschlesinger@keyesfox.com).

*Keyes & Fox LLP highly values the benefits of diversity in our workplace and strives to provide an inclusive and supportive work environment. We welcome legal professionals from all backgrounds to join our team. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. The firm has formed a diversity, equity and inclusion committee and welcomes associate participation.*