

MINNESOTA JUDICIAL BRANCH	
Office Assistant III-Volunteer Coordinator/SharePoint Assistant Part-Time	
DEPARTMENT/LOCATION Office of Lawyers Professional Responsibility	HOURS OF WORK Part-time

DESCRIPTION:

The Office of Lawyers Professional Responsibility is seeking a detail-oriented individual with strong office skills to provide high quality administrative coordination for the office. This position will work with local district ethics committees in recruiting and training volunteers, be a point of contact for questions from the committees, and otherwise provide support to the committee volunteers. The position will also assist office attorney liaisons to the district ethics committees in monitoring the status of investigations being conducted at the district ethics committees to ensure that the investigations are properly and timely completed. To facilitate this, the position will also support internal and external users of SharePoint sites including performing site maintenance and training users. This position is benefits eligible and will be between 30 hours a week. This position may expand to a full time opportunity. We are looking for a motivated individual with knowledge of or ability to learn new technologies including SharePoint and other advanced MS Office tools.

RESPONSIBILITIES:

- Coordinate with district ethics committee volunteers to promote efficient handling of lawyer ethics investigations.
- Assist the district ethics committees in recruitment and training of volunteers.
- Monitor the status of pending investigations at the district ethics committees to ensure they are properly and timely conducted.
- Work with the attorney liaisons to the district ethics committees in providing support to the volunteers.
- Maintain accurate rosters of district ethics committee members.
- Support the OLPR SharePoint sites including gathering requirements from stakeholders through correspondence, phone and email, site design and creation, maintenance, and troubleshooting.
- Develop training documents and provide user training for SharePoint.
- Maintain an inventory of training materials and update as needed.
- Provide support to supervisor, attorneys and office personnel as requested.

QUALIFICATIONS:

- Graduation from an approved high school or vocational school supplemented by completion of approved college-level course work in accounting, business, finance or a related field, or graduation from an approved high school or vocational school and office support or clerical experience.

- Experience and knowledge of computers and MS Office is essential.
- Experience with SharePoint, highly preferred.
- Experience developing training guides and delivering training a plus.
- Successful candidate will be required to pass a criminal background check prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn rules of court, state statutes, court and office policies and procedures of the area assigned.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to learn computerized programs unique to this office.
- Ability to work independently and must possess strong organizational skills and an ability to prioritize well.
- Ability to understand and follow oral and written instructions with minimal direction.
- Ability to establish and maintain effective working relationships with SharePoint stakeholders outside the office as well as with co-workers.

SALARY RANGE & BENEFITS: \$16.82-\$27.78/hour. Starting rate depending upon qualifications. Excellent State of MN benefits package. For benefit information visit www.mmb.state.mn.us.

APPLICATION DEADLINE: January 23, 2015.

TO APPLY: Apply online at www.mncourts.gov.

If you have any questions, call the Office of Lawyers Professional Responsibility at 651-296-3952.

**Minnesota Judicial Branch
Human Resources, Rm. G27
25 Rev. Dr. Martin Luther King Jr. Blvd
St. Paul, MN 55155**

It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age.

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