MINNESOTA JUDICIAL BRANCH
invites applications for the position of:

Paralegal

An Equal Opportunity Employer

**SALARY:**

<table>
<thead>
<tr>
<th>Hourly</th>
<th>Annually</th>
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<tr>
<td>$25.21 - $39.14</td>
<td>$52,638.48 - $81,724.32</td>
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**OPENING DATE:** 09/15/22

**CLOSING DATE:** 10/06/22 11:59 PM

**DESCRIPTION:**

Are you ready for a rewarding career with growth opportunities?
Are you interested in supporting your communities and making a positive difference in people's lives?
If so, apply today for a position at the Minnesota Judicial Branch!

The Office of Lawyers Professional Responsibility, located downtown St. Paul seeks a full-time Paralegal. The position supports the office’s 13 attorneys in the investigation, litigation, and other tasks and requires strong writing and analytical skills.

**EXAMPLE OF DUTIES:**

**What You Will Do**
The following are examples of major job duties expected for this position to perform.

- **Investigation:** Determine what information and/or documents are necessary to the evaluation and/or prosecution of a complaint; obtain necessary documents and information; interview complainants and other witnesses and assess their credibility; attend meetings with respondents and others; prepare necessary file memoranda, correspondence, and chronologies; maintain file organization, and assist the office's attorneys in determining the disposition of complaints.

- **Drafting:** Analyze facts and circumstances; make preliminary determinations of rule violations and prepare drafts of necessary charging, dispositional and other documents for attorney’s review.

- **Bank Account Auditing:** Review and inventory lawyer trust account books and records to determine compliance; audit and analyze trust and business account activity; prepare memoranda summarizing audit findings; make recommendations regarding additional information to obtain.
• **Litigation**: Assist in identifying necessary witnesses and exhibits; prepare exhibit lists and assemble exhibit notebooks; draft affidavits and declarations of witnesses; attend pre-hearing meetings and conferences; arrange for service of process; draft discovery requests and responses, and attend and assist at trials.

• **Administrative**: Respond to telephone inquiries regarding the disciplinary process, lawyer discipline histories, and individual complaints and cases; assist in the administration of probation files; and assist in other non-case related departments.

**TYPICAL QUALIFICATIONS:**

**What You Have**
Below are the past experiences that will enable success in the role. For the education requirements listed, the equivalent number of years of related experience may serve as a substitute. For example, if completion of a 4-year degree is listed below as a requirement, four years of related experience without a degree may be acceptable.

**Must Have**
- Possession of an Associate’s Degree from an accredited college or university in law, criminal justice, court administration, or related field.
- Certification as a paralegal in lieu of an Associate’s Degree.
- 2-3 years of experience performing paralegal or technical legal work.
- Strong writing and analytical skills.
- Complete working knowledge of Microsoft Word, Excel, and Access.

**What You Will Bring**
- Ability to learn professional responsibility rules, procedural rules, and court and office policies.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to learn computerized programs.
- Ability to work independently and multi-task, strong organizational skills, and an ability to prioritize.
- Ability to understand and follow oral and written instructions with minimal direction.

**Nice To Have**
- Advanced degree from an accredited college or university in law, criminal justice, court administration, or related field.
- Significant (7 or more years) paralegal experience supporting litigation.

**What You Will Get**
- The Minnesota Judicial Branch cares about and invests in our employees. Our comprehensive benefits package for eligible employees includes health and wellness benefits, ten paid holidays, paid vacation leave, paid sick leave, paid parental leave, and tuition reimbursement. The employee-paid premium for a full-time employee with single coverage is only $37.74/month for
the Minnesota Advantage Health Plan and $13.50/month for the Dental Plan. Click here to learn more about the benefits we offer, including details on the Public Service Loan Forgiveness program eligibility, employee development, and more.

**SUPPLEMENTAL INFORMATION:**

Who We Are

The Minnesota Judicial Branch (MJB) is committed to providing fair and equal access to justice. If you share this same commitment, desire a meaningful career serving the public, and want the opportunity to make a difference for your community, consider a career with us. We celebrate and are committed to the principles of diversity and inclusion and actively seek and encourage applications from persons with diverse backgrounds and characteristics. Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as an appreciation for the teamwork and collaboration that is promoted within the MJB.

Salary Information

The expected starting salary range for external candidates is $25.21-$32.18 ($52,638–$67,192 annually). The full salary range for this position is $25.21-$39.14 per hour ($52,638–$81,724 annually).

Position Logistics

- This is a full-time, non-exempt position under the Fair Labor Standards Act and is eligible for State of Minnesota employee benefits.
- This position will be completed in a hybrid environment, where some of the work is performed in the office, and other work can be performed remotely. Access to a reliable internet connection is required.
- This position is classified as a Paralegal.

Physical Work Environment

- Work involves remaining in a stationary position most of the time in front of a computer, using a keyboard, mouse, and telephone. Regularly operate a computer and other office equipment. Occasionally move about the work site to access file cabinets, office equipment, etc.

To Apply

Visit [www.mncourts.gov](http://www.mncourts.gov). Complete and submit your online application with your resume and cover letter attached by October 6, 2022, at 11:59 pm. Employment offers may be rescinded if the required criminal background check identifies job-related convictions.
It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting HR at erick.howatt@courts.state.mn.us.

Minnesota Judicial Branch
Human Resources, Rm. G-08
25 Rev. Dr. Martin Luther King Jr. Blvd
St. Paul, MN 55155

The Minnesota Judicial Branch is an Equal Opportunity Employer. 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. We value and encourage applicants from diverse backgrounds.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.mncourts.gov/

ALTERNATIVE FORMAT MAY BE OBTAINED AT:
25 Rev Dr Martin Luther King Jr Blvd
St Paul, MN 55155
651/284-3863

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Paralegal Supplemental Questionnaire

* 1. Referral: To help with our recruitment and engagement efforts, please share how you heard about this position.
   - Career Fair - College or University; Please Specify
   - Career Fair - Community; Please Specify
   - Career Fair - Other; Please Specify
   - CareerBuilder.com
   - College/University Alumni Network; Please Specify
   - Current Employee; Please Specify
   - Facebook
   - Former Employee; Please Specify
   - Glassdoor.com
   - Handshake
   - Indeed.com
   - Joblist.com
   - Jobs.com
   - LinkedIn
   - Minnesota Judicial Branch website
   - Minnesota State Bar Association
   - MinnesotaJobs.com
   - MinnesotaWorks.net
   - Monster.com
   - Newspaper Advertisement
Professional Network; Please Specify
Radio
SimplyHired.com
Snagajob.com
State of Minnesota Management and Budget (MMB)
Simplicity.com
ZipRecruiter.com
Other; Please Specify

2. Referral: If your response states "Please Specify", write additional information here.

* Required Question