

MINNESOTA JUDICIAL BRANCH	
Attorney III – Senior Assistant Director	
DEPARTMENT/LOCATION Office of Lawyers Professional Responsibility St. Paul, MN 55102	HOURS OF WORK Full time

DESCRIPTION:

The Office of Lawyers Professional Responsibility located in downtown St. Paul seeks an Attorney III. The position involves advanced professional research, writing, investigative work and trial practice.

RESPONSIBILITIES:

- Investigate complaints of attorney violations of the Minnesota Rules of Professional Conduct, including matters involving both proposed private and public discipline, make recommendations for disposition, prepare memorandum dismissing the complaint if there is no basis for discipline and prosecute attorney disciplinary cases before court-appointed referees and the Minnesota Supreme Court.
- Educate the bar on professional responsibility matters by speaking at seminars, authoring articles for publication, and providing advisory opinions to individual attorneys;
- Work with and mentor volunteer investigators at the district ethics committees; and
- Such other duties as assigned.

QUALIFICATIONS:

- At least 10 years’ experience - must include civil litigation or prosecution/defense experience. Investigation experience preferred.
- Excellent ability to analyze, appraise, organize and present facts, laws, evidence, and precedents concerning assigned work.
- Superior writing and presentation skills.
- Knowledge of substantive and procedural laws and Supreme Court rules relating to discipline preferred.
- Ability to work productively in a fast-paced environment with a high degree of accuracy.
- Ability to work effectively with judges, court staff, administrative staff, and the public.
- JD from an accredited law school; superior academic credentials preferred.
- Currently licensed to practice law in Minnesota or able to be admitted.
- Successful completion of a criminal background check.

SALARY RANGE: Starting salary range is \$82,664 - \$105,381. Full pay range is \$82,664 - \$128,078. Starting salary will be based on knowledge, skill set and experience. Individuals with less than 10 years’ experience may be considered but job grade will be impacted.

APPLICATION DEADLINE: February 23, 2018.

TO APPLY: Apply online at www.mncourts.gov. Include a cover letter, résumé, the names of three professional references and a legal writing sample. If you have questions, please contact the Office of Lawyers Professional Responsibility at 651-296-3952.

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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