



MINNESOTA JUDICIAL BRANCH
invites applications for the position of:
Assistant Director

An Equal Opportunity Employer

SALARY:

Hourly
\$36.01 - \$55.78

Annually
\$75,188.88 - \$116,468.64

OPENING DATE: 08/02/22

CLOSING DATE: 08/19/22 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!

At the Minnesota Judicial Branch, our employees are proud of the work that we do and the services that we provide. With over 3,000 employees across the state, we have opportunities for all career levels and interests, whether it be providing customer service to court customers, analyzing financial data, developing innovative technical solutions to improve the court user experience, and more!

When you join the Minnesota Judicial Branch, you will gain valuable experience with a progressive organization. The Judicial Branch allows employees to work in a professional and innovative culture defined by our vision, mission, and values, where performance is rewarded. Employees are provided opportunities to grow their knowledge, skills, and abilities to support internal growth and development, allowing everyone the opportunity to succeed and advance in their careers.

By providing a positive work environment and culture with a competitive total rewards compensation package, the Minnesota Judicial Branch has the career you have been looking for!



The Office of Lawyers Professional Responsibility (OLPR), located in downtown St. Paul, seeks an attorney to join their team. The OLPR handles ethics complaints against licensed attorneys. This position supports the work of the Office in investigating and prosecuting the ethical misconduct of lawyers, as well as assists the practicing bar in complying with their ethical obligations. The position involves legal research, writing, and investigative work, as well as trial and appellate practice. The Office seeks a fair-minded attorney with a talent for working effectively with sometimes challenging respondents and complainants, as well as an attorney who is committed to maintaining the integrity of the legal profession.

The position will be classified as an Attorney and will work mostly normal business hours, Monday-Friday. Currently, attorneys are working remotely, and have the ability to work in the office as needed. Court proceedings including panel, referee, and Supreme Court oral arguments are being conducted remotely and in person, as applicable. Court proceedings are conducted at the Minnesota Judicial Center. The Minnesota Judicial Branch offers a comprehensive benefits package. To learn more about the benefits, click here.

EXAMPLE OF DUTIES:

The following are examples of major job duties expected for this position to perform:

- 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, and prepare an appropriate dispositional memorandum.

- Prosecute private discipline before Board panels, as applicable, and on occasion, attorney disciplinary cases before Supreme Court referees and the Supreme Court.
- Educate the bar on professional responsibility matters by speaking at seminars.
- Work with and mentor volunteer investigators at the district ethics committees.
- Such other duties as assigned.



**TYPICAL
QUALIFICATIONS:**

Any combination of education, training, and work experience which indicates possession of the knowledge, skills, and abilities listed below will be considered.

Minimum Qualifications:

- Possession of a law degree from an accredited college or university and 3-5 years of experience as an attorney in private or public practice.
- Possession of a current Certificate of Admission to the Bar of the State of Minnesota.

Knowledge, Skills, and Abilities:

- 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.
- 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.

Preferred Qualifications:

- 7-10 years of experience, including civil litigation or prosecution/defense experience.

**SUPPLEMENTAL
INFORMATION:**

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 RANGE: The expected starting salary range for external candidates is \$36.01- \$45.90 per hour (\$75,189 - \$95,839 annually). The full salary range for this position is \$36.01 - \$55.78 per hour (\$75,189 - \$116,469 annually). This position is exempt under the Fair Labor Standards Act and is eligible for State of MN employee benefits.

TO APPLY: Visit www.mncourts.gov/careers. Complete and submit your online application with your resume and cover letter attached by August 19, 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

Job #08335

ASSISTANT DIRECTOR

EH

An Equal Opportunity Employer

Assistant Director 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
- governmentjobs.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)
- Symplicity.com
- ZipRecruiter.com
- Other; Please Specify

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

* Required Question