



MINNESOTA JUDICIAL BRANCH
invites applications for the position of:

Office of Lawyers Professional Responsibility Paralegal

An Equal Opportunity Employer

SALARY:

Hourly
\$23.77 - \$36.89

Annually
\$49,631.76 - \$77,026.32

OPENING DATE: 01/04/19

CLOSING DATE: 01/27/19 11:59 PM

DESCRIPTION:

The Office of Lawyers Professional Responsibility is seeking a full-time paralegal. The position provides support to the office's 12 attorneys in investigation, litigation and other tasks, and requires strong writing and analytical skills.

**EXAMPLE OF
DUTIES:**

- **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.
- **Trust Account Auditing:** Review and inventory lawyer trust account books and records to determine compliance; enter trust account activity into an audit spreadsheet and analyze the results; prepare memoranda summarizing trust account audit findings; and testify at trial in support of trust account audit findings. Audits may include non-trust accounts.
- **Litigation:** Assist in identifying necessary witnesses and exhibits; prepare exhibit lists and assemble exhibit notebooks; draft affidavits 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 with client file and trust account trusteeships; and maintain case list and workload summary.
- In addition, paralegals assist in the administration of one or more of the following non-case related departments: probation; trust account overdraft notification; professional firms; judgments and collection and trusteeships.

**TYPICAL
QUALIFICATIONS:****MINIMUM QUALIFICATIONS:**

- Certification as a paralegal or possession of an Associate's Degree from an accredited college or university in law, criminal justice, court administration, or a related field
- Experience in a legal setting is required
- Selected candidate will be required to pass a criminal background check

PREFERRED QUALIFICATIONS:

- Bachelor's degree in law, criminal justice, court administration, or a related field
- Three years of legal or court experience

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of rules of court, opinions, related case law, state statutes, legal guidelines, and policies and procedures relevant to area of assignment.
- Knowledge of methods and procedures involved in drafting, composing, processing, and reviewing a variety of legal documents.
- Knowledge of modern office practices and procedures.
- Skill in the operation of a personal computer.
- Ability to review information and make determinations of facts and credibility.
- Ability to handle sensitive and confidential matters and files appropriately and in compliance with all applicable court rules, policies, and statutes.
- Ability to read and interpret legal documents of varying types and complexity and apply knowledge of specific laws, statutes, and rules to individual cases.
- Ability to understand and follow instructions.
- Ability to prioritize work in a fast-paced environment.
- Ability to establish and maintain effective working relationships with others within and outside of the Judicial Branch.
- Ability to audit bank accounts.
- Knowledge of, and the ability to assist with, the litigation process.

**SUPPLEMENTAL
INFORMATION:**

SALARY RANGE AND BENEFITS: \$23.77 to \$36.89 per hour. Starting rate depends on qualifications, to a maximum of \$30.33 per hour. Excellent State of Minnesota benefits package. For benefit information, visit <https://mn.gov/mmb/seqip>

APPLICATION DEADLINE: January 27, 2019; 11:59pm

TO APPLY: Apply online at www.mncourts.gov. Include resume and cover letter. If you have any questions, call 651-296-3952.

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, daniel.blackburn@courts.state.mn.us

**Minnesota Judicial Branch
Office of Lawyers Professional Responsibility
1500 Landmark Towers
345 St. Peter Street
St. Paul, MN 55102**

**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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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 #04878

OFFICE OF LAWYERS PROFESSIONAL RESPONSIBILITY

PARALEGAL

DB

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Office of Lawyers Professional Responsibility Paralegal Supplemental Questionnaire

* 1. Did you attach a resume and cover letter to your application?

Yes No

* 2. Where did you find / hear about this position?

* 3. Are you a current or former Minnesota Judicial Branch employee?

* Required Question