



MINNESOTA JUDICIAL BRANCH
invites applications for the position of:

Paralegal

An Equal Opportunity Employer

SALARY:

Hourly
\$23.77 - \$36.89

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

OPENING DATE: 09/06/18

CLOSING DATE: 09/27/18 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:

REQUIRED QUALIFICATIONS:

- Paralegal certification and bachelor's degree
- Prior paralegal experience (3 years minimum)
- Strong writing and analytical skills
- Complete working knowledge of Microsoft Word, Excel and Access

DESIRED ADDITIONAL QUALIFICATIONS:

- Bookkeeping or auditing experience
- Litigation experience

KNOWLEDGE, SKILLS AND ABILITIES:

- 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 unique to this office.
- Ability to work independently, strong organizational skills and an ability to prioritize.
- Ability to understand and follow oral and written instructions with minimal direction.

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 www.mmb.state.mn.us.

APPLICATION DEADLINE: September 27, 2018; 11:59pm

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

**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

PARALEGAL

DB

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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