



Minnesota Judicial Branch Paralegal

SALARY	\$25.21 - \$39.14 Hourly \$52,638.48 - \$81,724.32 Annually	LOCATION	OLPR - St. Paul, MN
JOB TYPE	Full Time	JOB NUMBER	09046
DEPARTMENT	Office of Lawyers Professional Responsibility	OPENING DATE	05/04/2023
CLOSING DATE	5/25/2023 11:59 PM Central		

Description



**Are you ready for a rewarding career with growth opportunities?
Are you interested in supporting 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, is seeking a full-time Paralegal. This position will support the office’s 13 attorneys in the investigation and litigation of matters and with other tasks. This position requires strong writing and analytical skills.



Example of Duties

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

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

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.

Minimum Requirements

- Possession of an associate's degree from an accredited college or university in law, criminal justice, court administration, or related field. Or Certification as a Paralegal.
- 2-3 years of experience performing paralegal or technical legal work.

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 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.
- Ability to learn computerized programs.
- Strong writing and analytical skills.
- Complete working knowledge of Microsoft Word, Excel, and Access.

Preferred Qualifications

- Advanced degree from an accredited college or university in law, criminal justice, court administration, or related field.
- Paralegal experience supporting litigation.

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). This position is non-exempt under the Fair Labor Standards Act and is eligible for State of Minnesota employee benefits.

Employee Benefits

The Minnesota Judicial Branch cares about and invests in you as an employee. Because of that, we offer affordable yet competitive benefits to support you and your family's wellbeing. Our comprehensive benefits package for eligible employees includes health and wellness benefits, enhanced fertility benefits, short- and long-term disability, pension, paid parental leave, tuition reimbursement, and more. The employee-paid premium for a full-time employee with single coverage is only \$38.50/month for the [Minnesota Advantage Health Plan \(Download PDF reader\)](#) and \$13.50/month for the Dental Plan. [Click here](#) to learn more about the benefits we offer.

Minnesota Judicial Branch employees may also be eligible for the Public Service Loan Forgiveness program. This federal program allows qualified individuals to have their loans forgiven after meeting certain requirements working in public service. You can learn more about this program from the [Minnesota Office of Higher Education](#) and the office of Federal Student Aid.

Supplemental Information

Position Logistics

- This position is classified as a Paralegal.
- 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.
- 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. Complete and submit your online application with your resume and cover letter attached by May 25, 2023, at 11:59 pm. Employment offers may be rescinded if the required criminal background check identifies job-related convictions.

Why Work for Us?

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 appreciation for the teamwork and collaboration that is promoted within the MJB.

We celebrate and are committed to the principles of diversity and inclusion, and actively seek and value diversity in professional background and cultural characteristics. We are intentional and mindful about the organizational culture we are building, seeking broad-minded individuals with robust capabilities who value supporting one another's growth.

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, nicole.zappa@courts.state.mn.us

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.

Agency

Minnesota Judicial Branch

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