



MINNESOTA JUDICIAL BRANCH  
invites applications for the position of:

# Attorney Supervisor – Office of Lawyers Professional Responsibility

An Equal Opportunity Employer

## **SALARY:**

Hourly  
\$45.37 - \$70.33

Annually  
\$94,732.56 - \$146,849.04

**OPENING DATE:** 11/24/21

**CLOSING DATE:** Continuous

## **DESCRIPTION:**

The Office of Lawyers Professional Responsibility (OLPR), located in downtown St. Paul, seeks an Attorney Supervisor (Managing Attorney). 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, assists the practicing bar in complying with their ethical obligations, and supervises other attorneys and paraprofessional staff in the office. The position involves advanced legal research, writing, and investigative work, trial and appellate practice, and supervision of personnel. 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 is classified as an Attorney Supervisor and will work normal business hours, Monday-Friday. Work will be conducted in a hybrid working arrangement which includes working approximately two days per week in an office setting at the Office of Lawyers Professional Responsibility, in St. Paul, Minnesota. The remainder of the work can be conducted remotely. The Minnesota Judicial Branch offers a comprehensive benefits package. To learn more about benefits, click [here](#).

## **EXAMPLE OF DUTIES:**

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

- Investigates petitions for reinstatement and allegations of serious attorney misconduct, including interviewing and/or deposing parties and witnesses, analyzing documents, resolving or litigating disputes with respondents, and researching and analyzing applicable case law and statutes; preparation of appellate briefs and argue before the Minnesota Supreme Court.
- Prepares written determinations of attorney misconduct, including preparing and negotiating probation terms.

- Prosecutes cases of attorney misconduct, including drafting charges, briefs, petitions for public discipline, and other court documents and litigating charges before the Lawyers Professional Responsibility Board or referee.
- Hires, trains, mentors, coaches, assigns, and reviews the work of assigned staff; evaluates employee performance and works with employees on professional development and performance issues; implements disciplinary actions and terminations as necessary; promotes Branch vision and mission through leading assigned unit employees through change.
- Receives and responds to questions from Lawyers Professional Responsibility Board and/or Client Security Board members regarding laws, statutes, rules and court procedures, policies, cases, and records.
- Serves on management team guiding the priorities and work of the Office.
- Such other duties as assigned.

**TYPICAL  
QUALIFICATIONS:**

Minimum Qualifications:

- Possession of a law degree from an accredited college or university and seven to ten years of experience as an attorney in private or public practice, including experience providing supervision and work direction.
- 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:

- Fifteen to twenty years of legal experience, including civil litigation or prosecution/defense experience and experience supervising staff and providing work direction.
- Investigation 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 \$45.37 - \$57.85 per hour (\$94,733 - \$120,791 annually). The full salary range for this position is \$45.37 - \$70.33 per hour (\$94,733 - \$146,849 annually). This position is exempt under the Fair Labor Standards Act and is eligible for State of MN employee benefits.

**TO APPLY:** Visit <http://www.mncourts.gov/careers>. Complete and submit your online application with resume, cover letter, and writing sample attached. This position will remain open until filled. **Applications that do not include an attached resume, cover letter, and writing sample will not be considered.** Employment offers may be rescinded if the required criminal background check identifies job-related convictions.

To ensure the health and safety of all judicial officials and employees, the Minnesota Judicial Branch follows recommendations from the Centers for Disease Control & Prevention (CDC) regarding COVID-19 and related mitigation efforts. Effective November 1, 2021, all Minnesota Judicial Branch judicial officers and employees are required to complete an internal Vaccination Verification Status form. Individuals hired following this date will be required to complete the Vaccination Verification Status form during the first week of employment.

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, [erick.howatt@courts.state.mn.us](mailto:erick.howatt@courts.state.mn.us).

**Minnesota Judicial Branch  
Office of Lawyers Professional Responsibility  
345 St. Peter St. #1500  
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.

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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 #07499  
ATTORNEY SUPERVISOR – OFFICE OF LAWYERS  
PROFESSIONAL RESPONSIBILITY

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