



Minnesota Judicial Branch

Legal Administrative Assistant Supervisor

SALARY	\$27.48 - \$42.66 Hourly \$57,378.24 - \$89,074.08 Annually	LOCATION	St. Paul, MN
JOB TYPE	Full Time	JOB NUMBER	09665
DEPARTMENT	Office of Lawyers Professional Responsibility	OPENING DATE	02/29/2024
CLOSING DATE	3/14/2024 11:59 PM Central		

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!

The Office of Lawyers Professional Responsibility (OLPR), located in downtown St. Paul, seeks an experienced legal administrative assistant supervisor to join our team. The OLPR handles ethics complaints against licensed attorneys. This position supervises the operations of the legal administrative assistant (LAA) department (three direct reports) to ensure the efficient and timely completion of all word processing and administrative support projects. The OLPR is comprised of 13 lawyers, five paralegals, an office administrator, an investigator, an auditor, two law clerks and nine support staff.

Example of Duties

The following are examples of major job duties expected for this position to perform. Assignment of duties may change to meet office demands.

- Manage and supervise the work of legal administrative assistants (LAAs). Responsible for recruitment, selection, training, performance evaluation, counseling, discipline, and payroll.
- Provide legal assistant support, including editing, proofing and formatting of legal documents, including eFiling and eServing through the Minnesota Appellate E-Filing application.
- Work with Office Administrator regarding departmental needs and workflows.
- Maintain the Client Security Board (CSB) database and assist with the administration of new claims and payments. Provide other administrative support.
- Update websites as necessary, including creating and posting documents to the websites as requested by the Director. Maintain office template library. Work with translation agency to translate documents as necessary.

Typical Qualifications

Below are the past experiences that will enable success in the role. For education requirements listed, the equivalent number of years of related experience may serve as a substitute.

Minimum Requirements

- Possession of an associate degree from an accredited college or university in business, secretarial sciences or a related field, or graduation from high school, or equivalent.
- 3 – 5 years of office clerical or secretarial experience, including supervisory experience, preferably in a law firm or legal services department.

Preferred Qualifications

- Previous experience as a supervisor.
- Considerable experience working in a law office or legal department as a legal secretary/assistant with advanced word processing skills.
- Experience drafting, proofing and formatting legal correspondence and pleadings, including Supreme Court briefs in accordance with Minn. R. Civ. App. P.
- Experience eFiling and eServing through the Minnesota Appellate E-Filing application.
- Completion of college-level course work in legal office processes, documents, and terminology.

Knowledge, Skill, and Abilities

- Advanced knowledge of Microsoft 365 products.
- Ability to work well under pressure in a high volume, fast paced work environment with excellent attention to detail and accuracy.
- Ability to plan, assign, review, and supervise the work of assigned employees.
- Ability to establish and maintain effective working relationships with co-workers, attorneys, representatives of other agencies, the public and occasionally angry and volatile individuals.
- Ability to work in an inclusive, multicultural, multigenerational environment that values diversity.
- Ability to communicate ideas clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to inspire trust, demonstrate confidence and create a positive, change-capable culture that helps position employees for success.
- Ability to handle sensitive and confidential information appropriately and in compliance with all applicable court rules, policies and statutes.

Salary

The starting hourly rate for this position is \$27.48 - \$35.07 for external hires, with a full future earning potential of \$57,378 - \$89,074 annually. This position is non-exempt under the Fair Labor Standards Act and is eligible for State of MN 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 \$39.66/month for the [Minnesota Advantage Health Plan \(Download PDF reader\)](#) and \$13.48/month for the Dental Plan. [Click here](#) to learn more about the benefits we offer.

Supplemental Information

Position Logistics

This full-time position is classified as Office Assistant IV. Work will be performed during normal business hours, on-site at the Office of Lawyers Professional Responsibility located in downtown St. Paul, with the possibility of some remote work.

TO APPLY: Visit www.mncourts.gov/careers. Complete and submit your online application with resume and cover letter attached by March 14, 2024, at 11:59 p.m. All employment offers are contingent upon satisfactory results of our background check processes.

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 Human Resources via email at 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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