



MINNESOTA JUDICIAL BRANCH
invites applications for the position of:

Law Clerk I - Office of Lawyers Professional Responsibility

An Equal Opportunity Employer

SALARY:

Hourly
\$21.65 - \$23.92

Annually
\$45,205.20 - \$49,944.96

OPENING DATE: 09/08/22

CLOSING DATE: 10/06/22 11:59 PM

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!

At the Minnesota Judicial Branch, our employees are proud of the work that we do and the services that we provide. With over 3,000 employees across the state, we have opportunities for all career levels and interests, whether it be providing customer service to court customers, analyzing financial data, developing innovative technical solutions to improve the court user experience, and more!

When you join the Minnesota Judicial Branch, you will gain valuable experience with a progressive organization. The Judicial Branch allows employees to work in a professional and innovative culture defined by our vision, mission, and values, where performance is rewarded. Employees are provided opportunities to grow their knowledge, skills, and abilities to support internal growth and development, allowing everyone the opportunity to succeed and advance in their careers.

By providing a positive work environment and culture with a competitive total rewards compensation package, the Minnesota Judicial Branch has the career you have been looking for!



The Office of Lawyers Professional Responsibility (OLPR), located in downtown St. Paul, seeks a temporary, part-time Law Clerk I. The OLPR handles ethics complaints against licensed attorneys. This position supports the work of the Office by performing legal research and writing and limited complaint investigations. Work is performed under the supervision of an attorney.

This temporary, part-time position is classified as a Law Clerk I. This person will work approximately 20 hours per week for the duration of the upcoming law school year. The position is eligible for remote or hybrid work, with as-needed time in the Office to accommodate assignments and business needs. 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.

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

- Interview complainants, respondents, and third parties as assigned.
- Analyze documents and identify what additional evidence is necessary to meet the applicable standard of proof for misconduct.
- Research and analyze case law and statutes about the underlying substantive area of law.
- Such other duties as assigned.



TYPICAL QUALIFICATIONS:

Any combination of education, training, and work experience which indicates possession of the knowledge, skills, and abilities listed below will be considered. An example of an acceptable qualification is:

Minimum Qualifications:

- Completion of at least one year of law school.

Knowledge, Skills, and Abilities:

- Excellent research and writing skills.
- Ability to establish and maintain effective working relationships with others.
- Skill in operating a personal computer with word processing and legal research software.
- Ability to communicate clearly and concisely, orally and in writing, with a diverse group of people.

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 \$21.65 - \$22.78 per hour (\$45,206 - \$47,565 annually). The full salary range for this position is \$21.65- \$23.92 per hour (\$45,206 - \$49,938 annually). This position is exempt under the Fair Labor Standards Act and is eligible for State of MN employee benefits.

TO APPLY: Apply online at www.mncourts.gov/careers. Complete and submit your online application with your resume, writing sample, and cover letter attached by October 6, 2022, at 11:59 p.m. Employment offers may be rescinded if the required criminal background check identifies job-related convictions.

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 at erick.howatt@courts.state.mn.us.

**Minnesota Judicial Branch
Human Resources, Rm. G-08
25 Rev. Dr. Martin Luther King Jr. Blvd
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.

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 #08441
LAW CLERK I - OFFICE OF LAWYERS PROFESSIONAL
RESPONSIBILITY
EH

An Equal Opportunity Employer

Law Clerk I - Office of Lawyers Professional Responsibility Supplemental Questionnaire

* 1. Referral: To help with our recruitment and engagement efforts, please share how you heard about this position.

- Career Fair - College or University; Please Specify
- Career Fair - Community; Please Specify
- Career Fair - Other; Please Specify
- CareerBuilder.com
- College/University Alumni Network; Please Specify

- Current Employee; Please Specify
- Facebook
- Former Employee; Please Specify
- Glassdoor.com
- governmentjobs.com
- Handshake
- Indeed.com
- Joblist.com
- Jobs.com
- LinkedIn
- Minnesota Judicial Branch website
- Minnesota State Bar Association
- Minnesotajobs.com
- MinnesotaWorks.net
- Monster.com
- Newspaper Advertisement
- Professional Network; Please Specify
- Radio
- SimplyHired.com
- Snagajob.com
- State of Minnesota Management and Budget (MMB)
- Symplicity.com
- ZipRecruiter.com
- Other; Please Specify

2. Referral: If your response states "Please Specify", write additional information here.

* 3. Did you remember to include your writing sample? This is a requirement to be considered.

- Yes No

* Required Question