

# Assistant Director, Attorney - Office of Lawyers Professional Responsibility

Saint Paul, MN, United States

## **JOB DESCRIPTION**

### **DESCRIPTION:**

The Office of Lawyers Professional Responsibility (OLPR), located in downtown St. Paul, seeks an attorney to join their team. 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, as well as assists the practicing bar in complying with their ethical obligations. The position involves legal research, writing, and investigative work, as well as trial and appellate practice. 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.

### **EXAMPLE OF DUTIES:**

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

- Investigate complaints of attorney violations of the Minnesota Rules of Professional Conduct, including matters involving both proposed private and public discipline, make recommendations for disposition, and prepare an appropriate dispositional memorandum.
- Prosecute private discipline before Board panels, as applicable, and on occasion, attorney disciplinary cases before Supreme Court referees and the Supreme Court.
- Educate the bar on professional responsibility matters by speaking at seminars. Work with and mentor volunteer investigators at the district ethics committees.
- Such other duties as assigned.

### **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 Qualifications:

- Possession of a law degree from an accredited college or university.
- 3-5 years of experience as an attorney in private or public practice.
- 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:

- 7-10 years of experience, including civil litigation or prosecution/defense experience.

**SALARY:**

The expected starting salary range for external candidates is \$40.43-\$51.53 per hour (\$84,418 - \$107,595 annually). The full salary range for this position is \$40.43-62.62 per hour (\$84,418 - \$130,751 annually). This position is 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 \$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:**

The position will be classified as an Attorney and will work mostly normal business hours, Monday-Friday. Currently, attorneys are working both remotely and in the office. Court proceedings including panel, referee, and Supreme Court oral arguments are being conducted in person and remotely, as applicable. Court proceedings are conducted at the Minnesota Judicial Center.

### **TO APPLY:**

Visit [www.mncourts.gov/careers](http://www.mncourts.gov/careers). Complete and submit your online application with your resume, writing sample and cover letter attached by June 12, 2024 at 11:59 p.m. All employment offers are contingent upon satisfactory results of our background check processes.

## **ABOUT US**

### **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.

### **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. Learn more at [Employee Benefits - Careers at the Minnesota Judicial Branch Careers](#). 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.

### **Equal Employment Opportunity**

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 at [Nicole.Zappa@courts.state.mn.us](mailto: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.

### **Internal Applicants**

If you are a current employee of the Minnesota Judicial Branch, please apply to open positions conveniently through your Oracle account by visiting [Opportunity Marketplace - Browse Opportunities](#).

APPLY NOW

## **JOB INFO**

- Job Identification**101**
- Job Category**Law Careers**
- Posting Date**05/29/2024, 12:32 AM**
- Apply Before**06/12/2024, 11:59 PM**
- Job Schedule**Full time**
- Locations **345 St Peter Street, St Paul, MN, 55102, US**
- Min Salary**40.43**
- Mid Salary**51.53**
- Max Salary**62.62**
- Remote or Hybrid Eligible**Yes - Hybrid**
- Job Type**Standard**