



Assistant Director - Attorney

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.

Examples of Job 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, public discipline 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:

Any combination of education, training, and work experience which indicates possession of the knowledge, skills, and abilities listed below will be considered.

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.
 - 5+ years of experience, including civil litigation or prosecution/defense experience.

Preferred Qualifications:

- Investigation experience.

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.

Salary:

The expected starting salary range for external candidates is \$42.86-\$54.62 per hour (\$89,492 - \$114,047 annually) The full salary range for this position is \$42.86-66.38 per hour (\$89,492 - \$138,601 annually). Starting salary is dependent on qualifications. This Position is exempt under Fair Labor Standards Act and is eligible for state of MN employee Benefits.

Supplemental Information:Position Logistics:

The position will be classified as an Attorney and will work mostly normal business hours, Monday-Friday. Currently, attorneys are working a hybrid schedule of both remote and in office days. 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:

Complete and submit your online application with resume and cover letter. Employment offers may be rescinded if the required criminal background check identifies job related convictions.

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 DeAnthony.McKinley@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.

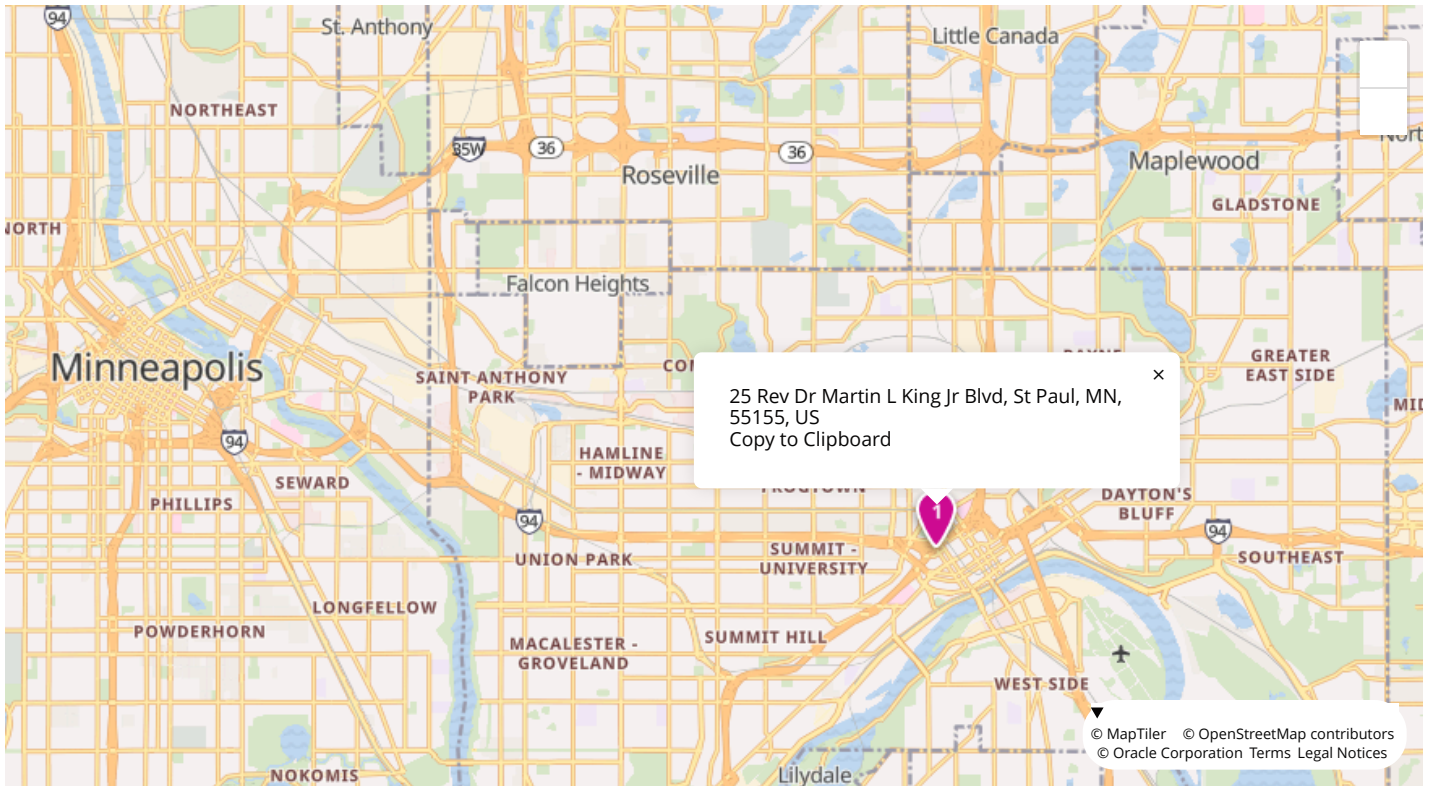
Internal Applicants

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	586
Job Category	Law Careers
Posting Date	11/27/2024, 12:11 PM
Job Schedule	Full time
Locations	 25 Rev Dr Martin L King Jr Blvd, St Paul, MN, 55155, US
Min Salary	\$42.86
Mid Salary	\$54.62
Max Salary	\$66.38
Remote or Hybrid Eligible	Yes - Hybrid
Job Type	Standard



[MINNESOTA JUDICIAL BRANCH HOMEPAGE](#) [RETURNING APPLICANTS](#)