



Minnesota Judicial Branch

Legal Administrative Assistant - Office of Lawyers Professional Responsibility

SALARY	\$23.60 - \$35.45 Hourly \$49,276.80 - \$74,019.60 Annually	LOCATION	St. Paul, MN
JOB TYPE	Full Time	JOB NUMBER	09747
DEPARTMENT	Office of Lawyers Professional Responsibility	OPENING DATE	04/05/2024
CLOSING DATE	4/18/2024 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 to join our team. Work requires a detail-oriented individual with advanced word processing and Microsoft 365 skills, strong proofreading proficiency, and familiarity and experience in using various databases and eFiling. Successful candidate should possess outstanding organizational and communication skills, as well as ability to set priorities, manage competing deadlines, and work well with others in a shared responsibility setting. The OLPR handles ethics complaints against licensed attorneys. The OLPR is comprised of 13 lawyers, five paralegals, an office administrator, an investigator, an auditor, a law clerk and nine support staff.

Example of Duties

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

- Type and proofread a high volume of correspondence, legal documents and pleadings, including Supreme Court briefs, articles for publication, continuing legal education materials, and various reports.
- Draft a variety of miscellaneous correspondence and documents.
- Edit documents as necessary and thoroughly proofread the same for content, grammar and spelling accuracy.
- Use custom software to enter data pertaining to confidential administrative attorney discipline matters, calendaring accurately all necessary due dates.
- Other duties as assigned. Assignment of duties may change to meet office demands.

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.

What You Must Have

- Possession of an associate degree or diploma 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, preferably in a law firm or legal services department.

What You Will Bring

- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Advanced knowledge and experience with Microsoft Word and other Microsoft 365 products, as well as eFiling requirements.
- Exceptional organizational skills.
- Ability to draft clear, concise correspondence using proper grammar and spelling.
- Skill in handling multiple competing tasks and priorities.
- Ability to work well with others in a setting of shared responsibility.
- Ability to work well under pressure in a high volume, fast paced work environment with excellent attention to detail and accuracy.
- Ability to handle sensitive and confidential information appropriately and in compliance with all applicable court rules, policies and statutes.

What You Will Earn

The anticipated starting hourly rate for this position is \$23.60 - \$29.53 for external hires, with a full future earning potential of \$49,277- \$74,020 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.

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

Position Logistics

This full-time position is classified as Office Assistant III. Work will be performed during normal business hours, on-site initially with a transition to hybrid after onboarding, at the Office of Lawyers Professional Responsibility located in downtown St. Paul.

TO APPLY: Visit www.mncourts.gov/careers. Complete and submit your online application with resume and cover letter attached by April 18, 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

Address

25 Rev Dr Martin Luther King Jr Blvd

St Paul, Minnesota, 55155

Phone

651/284-3863

Website

<http://www.mncourts.gov/>