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| **OPENING DATE:** 11/22/21  **CLOSING DATE:** 12/10/21  11:59 PM Central Time  **JOB TYPE:** Full-time  **LOCATION:** Downtown Minneapolis, Minnesota  **DEPARTMENT:** Adult Representation Services  **THE POSITION**  The Adult Representation Services Department is seeking an Associate Attorney or Attorney to represent clients in a variety of civil proceedings such as proposed wards in Guardianship and Conservatorship cases, parents in child protection cases, non-custodial parents in child support contempt proceedings, and tenants in evictions proceedings. The Adult Representation Services Department provides high-quality, holistic representation to clients experiencing poverty in certain civil matters where appointment of counsel is necessary to protect a fundamental right or to further the county’s mission of reducing disparities and promoting the stability of residents.  **Salary:**   * Associate Attorney: $63,205.69 - $104,123.56 Annually * Attorney: $72,636.62 - $142,901.57 Annually   **Location and hours:** This position is located in Downtown Minneapolis at the Human Services Building at 525 Portland Ave South, Minneapolis, MN 55415. Work hours will be Monday through Friday 8 a.m. to 4:30 p.m.  **About the position type**: This position is Associate Attorney or Attorney full-time, benefit earning position. Experience will be taken into consideration when determining job class and starting salary.  Effective September 1, 2021, all new job offers are conditional based on the candidate being fully vaccinated for COVID-19. “Fully vaccinated” means 14 days after receiving the second dose in a two-dose vaccination series approved by the U.S. Food and Drug Administration (FDA) on a full or emergency-use basis, or 14 days after receiving a single-dose vaccine approved by the FDA on a full or emergency-use basis. After a conditional job offer is made, the candidate must show proof of full vaccination prior to their start date. A COVID-19 vaccination card from the Center for Disease Control and Prevention (CDC), a vaccination record from your doctor’s office or a personal digital vaccination record constitutes sufficient “proof.” The candidate must also attest they are vaccinated by completing a form on the first day of employment. Reasonable accommodations to this vaccination requirement will be considered upon request by a candidate for medical or religious reasons as required by applicable law.         **In this position, you will:**   * Interview clients and prospective witnesses or direct the investigations and interviews conducted by investigative staff. * Coordinate resources for clients and families or direct the coordination of resources with the support staff. * Conduct or direct legal research which includes preparing or overseeing the drafting of briefs, memoranda, pleadings, and other legal papers; retaining case records and files; and allocating resources to effectively manage caseload consistent with office and divisional objectives. * Litigate cases in court and negotiate resolutions when appropriate.   **Need to have:**   * **For hire as an Associate Attorney:**   + Admission to the Bar of the State of Minnesota at the time of application submission. * **For hire as an Attorney:**   + Admission to the Bar of the State of Minnesota at the time of application submission **and** two years of experience as a practicing attorney.   **Nice to have:**   * Strong litigation skills. * Experience representing clients on court appointed cases. * Knowledge of:   + Local laws and ordinances, established precedents, and legal reference sources.   + The principles, methods, and practices of legal research and investigation.   + Judicial procedures and the rules of evidence.   + Pleading and practicing effective presentation of court cases. * Communication, interpersonal skills, and persuasive public speaking ability. * Experience in public law. * Ability to:   + Demonstrate employee competencies.   + Independently try cases.   + Utilize computers and other technologies to manage your work.     **About the department:** The Adult Representative Services department  reports directly to the Law, Safety and Justice line of business in county administration. The division make-up of employees includes include a director, senior attorneys, attorneys, paralegals, legal services specialists, case management assistants as well as office and administrative support staff.  **About Hennepin County:** Hennepin is the largest county government organization in Minnesota. Our employees work every day to improve the health, safety and quality of life for our residents and communities. All of our jobs align to one or more of our overarching goals -- that Hennepin County residents are healthy, protected and safe, self-reliant, assured due process, and mobile.   Our employees receive a combination of generous benefits and positive workplace culture not found at other organizations. This includes meaningful work that impacts our community, competitive pay, work-life balance, a variety of benefits and opportunities to grow. Learn more at [www.hennepin.us/employees](http://www.hennepin.us/employees).   Hennepin County envisions an organization where our commitment to diversity and reduction of disparities is fundamental in providing excellent service to our community.   Your future. Made here.   This posting may be used to fill future full time permanent and limited duration vacancies.  This position is internally classified as an Attorney, Associate. Click [here](https://www.governmentjobs.com/careers/hennepin/classspecs/49096?keywords=attorney&pagetype=classSpecifications) to view the job classification specification. This position is internally classified as an Attorney. Click [here](https://www.governmentjobs.com/careers/hennepin/classspecs/48876?keywords=attorney&pagetype=classSpecifications) to view the job classification specification.  The work assigned to a position allocated to this class may not include all of the job functions or knowledge, skills, abilities, and physical requirements indicated nor does the class specification include all work that may be assigned or restrict the emphasis of the work assigned.  **This posting requires attaching a cover letter and resume. Applications that don't attach both, will not be considered for hire.**  Invitations to interview will be based upon an assessment of education and experience. Final candidates may be required to complete a drug test and/or background check.  **If you have any questions, please contact:**  Abbie Hugunin  Abbie.Hugunin@hennepin.us |
| If you need assistance to actively participate in the employment process, please email us at HR.ServiceCenter@hennepin.us or call us at 612.348.7855.  Hennepin County provides equal access to employment, programs and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation, public assistance or national origin. If you believe you have been discriminated against, contact the Human Resources Department, A-400 Government Center, Minneapolis, MN 55487, 612.348.7855 |
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