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| |  |  |  | | --- | --- | --- | |  | **HENNEPIN COUNTY** Department of Human Resources Hennepin County Government Center 300 South Sixth Street Minneapolis, MN 55487  [http://hennepin.jobs](http://hennepin.jobs/) |  | | **INVITES APPLICATIONS FOR THE POSITION OF:** | | | | **Attorney, Senior** | | |   *An Equal Opportunity Employer* |
| |  | | --- | | **SALARY**    $96,801.77 - $156,300.74 Annually |   **OPENING DATE:** 07/25/22  **CLOSING DATE:** 08/08/22  11:59 PM Central Time  **JOB TYPE:** Full-time  **LOCATION:** Downtown Minneapolis, Minnesota  **DEPARTMENT:** Adult Representation Services  **Apply by August 8th:** https://www.governmentjobs.com/careers/hennepin/jobs/3642264/attorney-senior  **THE POSITION**  The Adult Representation Services Department is seeking a Senior Attorney to assist in managing staff that 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.  **Location and hours:**  This position is located in downtown Minneapolis at the Human Services Building at 525 Portland Avenue South, Minneapolis, MN 55415. Work hours will be Monday through Friday 8 a.m. to 4:30 p.m.  **About this position type:** This is a full-time, benefit earningposition.  This position is internally classified as an Attorney, Senior. Click [here](https://www.governmentjobs.com/careers/hennepin/classspecs/49100) to view the job classification specification.  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 Centers 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:**   * Train and supervise professional legal staff. * Allocate resources and establish policies, procedures, and priorities within the division consistent with unit and divisional objectives. * Schedule staff, monitor caseloads, and assure equitable distribution of work. * Participate in hiring, training, and other human resources functions. * Advocate for policy changes with external agencies such as the court and other stakeholders. * Interpret and communicate leadership objectives to staff in work division. * Assure adherence to unit policies and procedures. * Demonstrate commitment to the mission and values of Hennepin County and encourage staff to do the same.   **Need to have:**   * Admission to the Bar of the state of Minnesota. * Four or more years of experience as a practicing attorney, two of which must have been in the field of public law.   **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, principal attorneys, 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 the reduction of disparities is fundamental in providing excellent service to our community.   Your future. Made here.   This posting may be used to fill current and future vacancies.  **This posting requires attaching a cover letter and resume. Applications that do not have a cover letter and resume will not be considered.** 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](mailto:Abbie.Hugunin@hennepin.us) |