

## **Job Class: State Program Administrator, Coordinator**

### **Working Title: Associate General Counsel**

**Date Posted:** 05/15/2021

**Closing Date:** 06/04/2021

**Hiring Agency/Seniority Unit:** Employ & Econ Development Dept / Employ & Econ Dev-Confidential

**Division/Unit:** General Counsel Office

**Work Shift/Work Hours:** days

**Days of Work:** M-F

**Travel Required:** No

**Salary Range:** \$31.70 - \$47.14/hourly; \$66,189 - \$98,428/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 217 - Confidential/Unrep

**FLSA Status:** Exempt - Professional

Connect 700 Program Eligible: Yes

### **Job Summary**

We offer a dynamic team-oriented environment where everyone's contribution is key to successful outcomes. You will be part of a strong team dedicated to DEED's mission to empower the growth of the Minnesota economy, for everyone. If this interests you, we want to hear from you!

The Associate General Counsel will provide legal expertise to DEED with a dedication to State Services for the Blind and Vocational Rehabilitation Services ("SSB/VRS").

SSB's mission is to facilitate the achievement of vocational and personal independence by Minnesotans who are blind, visually impaired or DeafBlind.

Our VRS unit helps people with disabilities prepare for, find and keep a job, and live as independently as possible.

### **Responsibilities**

- Provide the Department with legal expertise to support SSB/VRS's compliance with all state and federal laws.
- Assist with coordinating SSB/VRS litigation and collaborating with other staff concerning implementation of SSB/VRS legal policies and best practices.
- Conduct complex legal research, writing, and analysis and provide legal advice.
- Responsible for the agency's privacy and data practices activities affecting SSB/VRS.
- Perform other duties as assigned.

### **Minimum Qualifications**

Candidates must clearly demonstrate all of the following qualifications in their resume:

- Juris Doctorate (J.D.) from an ABA accredited law school
- Licensed to practice law in Minnesota and current with continuing legal education requirements
- 4 years of experience as a practicing attorney
- Experience conducting legal research, writing, and analysis within the last 4 years
- Experience providing legal advice to senior management or executives within the last 4 years

- Public interest law background

**Experience must demonstrate the following:**

- Strong legal research, writing, and analytical skills
- Legal advice products that are understandable to their non-legal audience
- Written products are thorough in content and professional in appearance
- Knowledge and experience in one or more areas of laws related to the position (SSB services, Vocational Rehabilitation services, public interest law, employment law, labor law, civil litigation, government grants/contracts/acquisitions, and/or the Minnesota Government Data Practices Act)

## **Preferred Qualifications**

- Knowledge of and experience handling issues related to state and federal laws as they relate to State Services for the Blind and/or Vocational Rehabilitation Services
- Knowledge of the Minnesota Government Data Practices Act and ability to analyze data, determine classification of data, and provide protection of not public data
- Experience representing clients in civil litigation
- Experience planning and delivering complex legal training to non-legal audiences

## **Writing Sample**

- Individuals who are selected for interview will be requested to submit a writing sample.

## **Additional Requirements**

This position requires successful completion of the following:

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.

When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.

Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status).

## **Why Work For Us**

**GREAT BENEFITS PACKAGE!** The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about the position, contact Diane Worms at [diane.worms@state.mn.us](mailto:diane.worms@state.mn.us).

**Connect 700 (C700) applicants must email their certificate to [deed.hr@state.mn.us](mailto:deed.hr@state.mn.us) by 11:59PM of the posting close date to be considered as a C700 applicant.**

The Department of Employment and Economic Development is an equal opportunity, affirmative action, and veteran-friendly employer, and encourages all qualified candidates to apply for job opportunities. If you are an individual with a disability who needs assistance or cannot access the online job application and search tools, please contact Karen Lilledahl at 651-259-7089 or [karen.lilledahl@state.mn.us](mailto:karen.lilledahl@state.mn.us). Please indicate what assistance is needed.

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### AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.