

ASSISTANT ATTORNEY GENERAL – PUBLIC SAFETY DIVISION

Who May Apply: Open to all qualified applicants

Date Posted: 6/22/2023

Closing Date: 7/6/2023

S1 Salary Range: \$32.33 - \$50.22 / hourly; \$67,515 - \$104,850 / annually

S2 Salary Range: \$39.80 - \$58.82 / hourly; \$83,094 - \$122,809 / annually

S3 Salary Range: \$44.77 - \$72.37 / hourly; \$93,480 - \$151,116 / annually

Job Summary

The Office of Attorney General Keith Ellison has a clear mission: we help Minnesotans afford their lives and live with dignity, safety, and respect. We are a dynamic group of dedicated professionals who choose public service as a calling, and we are actively and intentionally committed to supporting an internal culture that affirms that calling. The Office is one of Minnesota's largest public law offices and as of 2023, has been recognized as a Star Tribune Top Workplace Minnesota for three years in a row and Top Workplace USA for two years in a row.

The Public Safety Division serves an important role within the Office of the Minnesota Attorney General's Office. Lawyers in the Public Safety Division represent the Commissioner of Public Safety on matters involving implied consent, revocations, forfeitures, and title matters; provide advice, counsel and representation to several boards; and respond to citizen inquiries. The work includes trials in district court, Office of Administrative Hearings, appellate advocacy, and civil litigation.

The successful applicant will be able to:

- prepare matters for trial, including motions, witness preparation, and discovery;
- appear in court remotely and in person;
- draft post-hearing memorandum and appeals;
- manage a large and dynamic case load and discovery;
- interview witnesses;
- research and write legal memorandum and appellate briefs;
- advise clients and boards;
- respond to citizen inquiries; and
- contribute positively to an inclusive, creative team and interact successfully with clients and members of the public.

This position is eligible for a hybrid work environment.

Minimum Qualifications

- Graduation from a law school accredited by the ABA and licensed to practice in the State of Minnesota or ability to obtain licensure within 90 days of hire
- Excellent research and writing skills (**a cover letter with writing sample is required with application submission**)
- Strong research, analytical, and trial strategy skills; and

- Ability to travel to counties throughout the state.

Along with a cover letter, applicants must also submit a writing sample of up to 5 pages.

To be considered at the S2 level, candidates must have 6 years of related experience.

To be considered at the S3 level, candidates must have 12 years of related experience.

Preferred Qualifications

- Litigation experience;
- Appellate experience, including drafting briefs or appellate court clerkship.
- Experience using electronic files and case management tools.

How to Apply

Interested applicants must apply online through the State of Minnesota Careers website, which is the State's official application and hiring site. The deadline for applications is Thursday, July 6, 2023.

1. Go to www.mn.gov/careers;
2. Apply for posting number **66835**
3. [Direct Link](#)
4. **Applicants must submit a writing sample of up to 5 pages along with a cover letter.**

If you have any questions about the application process, please contact Jake Pleschourt at jake.pleschourt@ag.state.mn.us or (651) 757-1057.

Why Work for Us

Diverse Workforce

Our differences make us stronger and leveraging them helps us create a workforce where everyone can thrive. The State of Minnesota is an equal opportunity employer. We are committed to embedding diversity, equity, inclusion, and accessibility at our workplace. We do this by developing strong leaders and advocates, increasing cultural competence, fostering understanding among all employees, and removing institutional barriers and attitudes that prevent employees from advancing as far as their talents will take them. We prohibit discrimination and harassment of any kind based on race, color, creed, religion, national origin, sex (including pregnancy, childbirth and related medical conditions), marital status, familial status, receipt of public assistance, membership or activity in a local human rights commission, disability, genetic information, sexual orientation, gender expression, gender identity, or age.

Comprehensive Benefits

Our benefits aim to balance four key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life harmony. As an employee, your benefits may include:

- Training and professional development
- Paid vacation and sick leave
- 12 paid holidays each year
- Paid parental leave
- Low-cost medical and dental coverage
- Prescription drug coverage
- Vision coverage
- Wellness programs and resources
- Employer paid life insurance
- Short-term and long-term disability
- Health care spending and savings accounts
- Dependent care spending account
- Tax-deferred compensation
- Employee Assistance Program (EAP)
- [Federal Public Service Student Loan Forgiveness Program](#)

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

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 service 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. Please indicate what assistance you need.