

Criminal Division Manager

Who May Apply: Open to all qualified applicants

Date Posted: 4/4/2023

Closing Date: 4/18/2023

M3 Salary Range: \$123,342.00 - \$158,258.00 annually

Job Summary

The Office of Attorney General Keith Ellison — one of Minnesota's largest public law offices and recognized as a 2022 Star Tribune Top Workplace Minnesota and 2023 Top Workplace USA — 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 building an internal culture that supports that calling.

The Office is currently seeking an attorney manager for the Criminal Division of the Office. The Criminal Division prosecutes complex felony cases at the request of county attorneys throughout the State of Minnesota. Prosecutors handle criminal cases from the investigation stage through trial and may also appear in postconviction matters. The prosecutors provide training to law enforcement agencies, county attorney offices, and other agencies involved in the criminal justice system. The Criminal Division employs paralegals to assist with the cases. The Criminal Division also has numerous attorneys who handle felony appeals for counties throughout the State and the prosecutors and appellate attorneys often collaborate with each other on issues that arise in both kinds of cases.

A successful candidate in this position will be able to:

- Manage the division's employees, including hiring, onboarding, coaching, and evaluating team members
- Manage cases, including assigning cases, providing direct work on cases, and reviewing draft submissions of others
- Maintain positive client relationships, whether internally or externally, through regular communication and coordination
- Manage division operations, including setting division goals, attending regular management meetings, compiling reports and budgets, and communicating key issues to the executive team
- Travel to various counties throughout the state
- Create a positive and inclusive work environment in which the division can perform high quality legal work for the people of Minnesota
- Lead the division in carrying out the Office's mission
- Serve as first or second chair on litigated and contested matters

Minimum Qualifications

- Graduation from a law school accredited by the ABA
- Licensed to practice in the State of Minnesota or ability to obtain licensures within 90 days of hire
- 10 or more years of litigation experience or equivalent

- Commitment to create a positive and inclusive work culture that obtains strong results
- Proven ability to lead in an inclusive, creative, and collaborative work environment
- Outstanding oral and written communication skills (a cover letter including a writing sample of up to five pages is required with application)
- Ability to multitask
- Ability to travel to counties throughout the state

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

Preferred Qualifications

- Management experience
- Significant prosecution experience in district courts
- Excellent skills in motion practice, trial strategy, witness preparation, and trials

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 Monday, April 17, 2023.

1. Go to www.mn.gov/careers;
2. Apply for posting number **64545**
3. [Direct Link](#)
4. Applicants must submit a writing sample of up to 5 pages with their 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:

- Public retirement plan
- 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.