



MINNESOTA JUDICIAL BRANCH
invites applications for the position of:

Referee - Ramsey County District Court

An Equal Opportunity Employer

SALARY:

Hourly
\$72.95

Annually
\$152,319.60

OPENING DATE: 09/22/21

CLOSING DATE: 10/04/21 11:59 PM

DESCRIPTION:

The Second Judicial District is accepting applications for a **Referee** position. This position is appointed by the Chief Judge and will work across court divisions with **primary responsibility in family court matters** and includes full case responsibility for all assigned family court cases. Also included in the work of this position are domestic abuse, harassment, and housing court matters as assigned. This position supports the Judicial Branch's mission to increase access to justice for all people in the State of Minnesota.

Work location is the Ramsey County Courthouse, in downtown Saint Paul, with some flexibility to work remotely.

EXAMPLE OF DUTIES:

Family Court and Child Protection

- Responsible for all aspects of assigned cases.
- Managing and monitoring the progress of the case, conducting trials, hearings, and case management conferences and drafting orders for co-signature.

Domestic Abuse and Harassment Court

- Reviews and decides petitions for ex parte relief in domestic abuse and harassment matters.
- Hears master calendars in domestic abuse and harassment court and drafts orders for co-signature.

Housing Court

- Hears master initial calendars in housing court and drafts orders for co-signature.
- Attends housing partner meetings as needed; for example, quarterly landlord/tenant meetings.

In all areas

- Conducts contested and uncontested trials, hearings and motions.
- Instructs parties and witnesses as to their rights.
- Questions witnesses; inquires as to the causes for which the persons are brought before the court
- Rules on objections to evidence; evaluates evidence
- Makes decisions on factual and legal questions; prepares findings and orders regarding the disposition of cases.
- Completes and prepares orders for a judge's signature; confers with attorneys and the public in regard to court matters.
- Conducts legal research to prepare for court proceedings and litigated matters.
- Collaborates with other judicial officers and confers with attorneys, justice partners, and the public in regard to court matters.
- Supervises one assigned law clerk and court reporter.
- Serves on committees and workgroups.

TYPICAL QUALIFICATIONS:

Minimum Education and Experience

- Juris Doctor from an accredited law school.
- At least seven years of progressive legal experience, including at least three years' experience in family law, as a practicing attorney or judicial officer.
- A candidate for this position must be comfortable with and able to effectively use the technology used by the court.
- As this position may be working partially remotely, access to reliable internet connection is required during this time.

Minimum Licensure/Certifications

- Admission to the Bar of the State of Minnesota; eligibility to practice law before the courts of the State of Minnesota.

Minimum Knowledge, Skills and Abilities

- Extensive knowledge of state laws and court rulings as they pertain to the assigned division of the court, specifically family and domestic abuse/harassment matters.
- Ability to be fair, impartial, and sensitive to the needs of a diverse population.
- Demonstrated ability to be flexible and collaborative with team members and justice partners and establish and maintain effective working relationships with others.
- Thorough knowledge of general and specific law, state laws, established precedents, and sources of legal reference.
- Thorough knowledge of court procedures, rules of evidence, and trial and courtroom procedures.
- Ability to apply legal principles and specialized knowledge to individual cases and problems.
- Ability to prepare for hearings and trials, hear difficult cases and present findings, decisions, and other material clearly and logically in oral and written form.
- Ability to maintain control and courtroom decorum with parties in crisis who often have limited understanding of court proceedings.
- Must be comfortable with and able to effectively use the technology used by the court.
- Ability to effectively manage a caseload with minimal staff support.
- Ability to work well under pressure with excellent case and time management skills.
- Exhibits a fair, even, and impartial demeanor and temperament.
- Knowledge of and experience with various forms of alternative dispute resolution.

SUPPLEMENTAL INFORMATION:

Supplemental Information

The Minnesota Judicial Branch (MJB) is committed to providing fair and equal access to justice. If you share this same commitment, desire a meaningful career serving the public, and want the opportunity to make a difference for your community, consider a career with us. We celebrate and are committed to the principles of diversity and inclusion, and actively seek and encourage applications from persons with diverse backgrounds and characteristics. Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB.

TO APPLY: Apply online at www.mncourts.gov. **Complete and submit your online application with resume, cover letter and writing sample attached by the closing date and time.** If you have any questions, please call 651-266-8267. Employment offers may be rescinded if the required criminal background check identifies job related convictions.

The Minnesota Judicial Branch offers a comprehensive benefits package. To learn more about benefits, click [here](#).

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting HR, 2nddistricthr@courts.state.mn.us.

The Minnesota Judicial Branch is an Equal Opportunity Employer. It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. We value and encourage applicants from diverse backgrounds.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.mncourts.gov/>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

25 Rev Dr Martin Luther King Jr Blvd
St Paul, MN 55155
651/284-3863

Job #00317280-20210908

REFEREE - RAMSEY COUNTY DISTRICT COURT

JJ

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Referee - Ramsey County District Court Supplemental Questionnaire

* 1. Are you admitted to the Bar of the State of Minnesota?

Yes No

* 2. Do you have least seven years of progressive legal experience, including three years of experience in family law, as a practicing Attorney or Judicial Officer?

Yes No

- * 3. Have you ever been admonished, reprimanded or sanctioned by an ethics board governing a professional license or certification you possess or possessed?

Yes No

4. If so, explain.

- * 5. Briefly describe your experience in family law.

- * 6. Briefly describe your experience in domestic abuse, harassment, child protection and housing court matters.

- * 7. A writing sample, resume and cover letter are required. Have you uploaded these to your application?

Yes No

- * 8. How did you learn about this opportunity?

Minnesota Judicial Branch Website

Minnesotajobs.com

National Center for State Courts

Bench and Bar

Indeed.com

Affinity Bar Association

Other

9. If you chose other, how did you learn about this opportunity?

- * 10. What interests you in this Referee position?

* Required Question