

**EDUCATION MINNESOTA  
POSITION DESCRIPTION**



**THE VOICE FOR PROFESSIONAL  
EDUCATORS AND STUDENTS**

**POSITION TITLE:** Law Clerk (2019-07)  
**DEPARTMENT:** Legal Department  
**SUPERVISOR:** General Counsel  
**LOCATION:** St. Paul Office  
**HOURS/STATUS:** Full-time / Non-exempt  
**EMPLOYEE GROUP:** Unclassified  
**PROBATIONARY PERIOD:** Temporary Assignment

**PURPOSE OF POSITION:**

Law clerk will conduct legal research and writing for 7-attorney legal department with Education Minnesota. The position may include assisting attorneys with grievance arbitrations, licensure matters, long-term disability appeals, or other matters arriving from unionized public school district settings. Law clerks receive a substantive work experience and gain exposure to Minnesota laws pertaining to public education, data practices, and labor and employment law.

**MAJOR FUNCTIONS AND RESPONSIBILITIES:**

- Applicants should have excellent research, writing, analytical, and communications skills and strong academic qualifications
- Experience or coursework with pleadings drafting, motion practice, and education law, labor law, and/or employment law Provide back-up support to other Public Affairs Office Professional staff as directed.
- Assist with overall organization and day-to-day functions of the department.
- Maintain and handle facsimile and copying needs of the department.
- Update information in various record-keeping systems.
- Participate in projects, duties, and other administrative tasks assigned by management.
- Assist in the advancement of racial equity initiatives within the organization.
- Perform other duties as assigned.

**CONTACTS:**

- Education Minnesota leaders and members, AFL-CIO, AFT, and NEA staff
- Governmental agencies and officials
- School district personnel, MN Legislative personnel, community and civic leaders
- Vendors, including hotel staff
- General public

**MACHINES AND/OR TOOLS OPERATED:**

Phone, fax machine, computer, printer, copiers, projectors and mobile communication devices

**CONFIDENTIAL INFORMATION:**

Maintain confidential on member's information as applicable.

**MINIMUM QUALIFICATIONS:**

- HS diploma or GED.
- Currently enrolled or recently graduated from a collage for a Juris Doctorate Degree

**PHYSICAL DEMANDS:**

Employee is required to: Continuously sit, talk and hear; frequently stand, walk and repetitively use hands dexterously, reach with hands and arms, bend and physically lift and carry up to 25 pounds; occasionally travel by various conveyances (e.g., air, rail, auto) and lift up to 50 pounds.

**EDUCATION MINNESOTA IS AN EQUAL OPPORTUNITY EMPLOYER**

Education Minnesota is an Equal Opportunity Employer committed to providing an environment of mutual respect where diversity is valued, supported and celebrated to benefit applicants, employees, members and students. All employment decisions are based on qualifications; merit and business need with preference given to people of color.

**POSTING DEADLINE:** For best consideration, apply online and include a resume. Posting is open until midnight of **Friday, May 31, 2019**

Please click this link to apply:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=faa82ad6-58ce-4071-80c8-3e481e725e0a&ccId=19000101\\_000001&jobId=293930&source=CC3&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=faa82ad6-58ce-4071-80c8-3e481e725e0a&ccId=19000101_000001&jobId=293930&source=CC3&lang=en_US)

-or-

**Send resume and letter of interest to:**

**Sarah Turner-Litz, Legal Assistant**

**Education Minnesota**

**41 Sherburne Ave.**

**St. Paul, MN 55103**

**651-292-4812**

[sarah.turner@edmn.org](mailto:sarah.turner@edmn.org)