

**MINNESOTA SUPREME COURT  
SECOND JUDICIAL DISTRICT**

**COURT REFEREE**

**DEPARTMENT/LOCATION**

Ramsey County Courthouse  
1700 West Kellogg Boulevard  
St. Paul MN

**HOURS OF WORK**

Full Time

The Second Judicial District is seeking to fill a Court Referee position. This position serves at the pleasure of the Chief Judge. The current vacancy is in the Family Court. The Second Judicial District uses a combined jurisdiction case management system. Domestic Abuse, Harassment and Child Protection matters will also be a part of this assignment. Applications received under this position announcement will be used to fill this current and any other part-time or full-time vacancies in the Second Judicial District for up to twelve months after receipt of application.

**RESPONSIBILITIES:** Hears contested and uncontested cases, trials, motions, and hearings as assigned; 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 documents for a judge's signature; confers with attorneys and the public in regard to court matters; performs legal research as required; dictates correspondence and performs related work as required.

**REQUIREMENTS:** Admission to the Bar of the State of Minnesota and at least five years of progressive legal experience as a practicing Attorney or a Judicial Officer with strong emphasis in family law preferred.

The ideal candidate will be fair, impartial, and sensitive to the needs of the diverse population the Court serves; work well under pressure with demonstrated time-management and problem-solving skills; be detail oriented; foster cooperation and possess excellent interpersonal skills; and have a broad organizational perspective.

The Second Judicial District Court values diversity and seeks individuals with demonstrated experience working respectfully with people from diverse backgrounds.

**SALARY:** \$116,197 per year (\$55.65 per hour) plus State of Minnesota benefits

**TO APPLY FOR THIS POSITION:**

Submit resume and application to the Second Judicial District. To obtain the application visit the Employment site of the Minnesota Judicial Branch Website at: [www.mncourts.gov](http://www.mncourts.gov) or contact the Human Resources Department at (651) 266-9266. Applicants must submit both a resume and completed application form and submit them **along with five (5) copies** to the Second Judicial District's Human Resources Department at the address below not later than **4:30 p.m., Monday, July 7, 2008**

**District Court Human Resources  
1700 Courthouse  
15 West Kellogg Boulevard  
St. Paul, MN 55102  
Attn: Court Referee Position**

Each candidate's background and qualifications will be reviewed on the basis of the information submitted at the time of application. An assessment panel will review the application materials and identify the candidates with backgrounds best meeting the needs of the Second Judicial District.

*Equal Opportunity Employer.*