

<b>MN SUPREME COURT/NINTH JUDICIAL DISTRICT</b>	
<b>OFFICE ASSISTANT II</b>	
<b>DEPARTMENT/LOCATION</b> Ninth Judicial District Guardian ad Litem Program Grand Rapids, Minnesota	<b>HOURS OF WORK</b> 8:00 a.m. to 4:30 p.m. Monday through Friday Full Time (non-exempt)

**DESCRIPTION:** Administrative Assistant position providing office support for the 9<sup>th</sup> Judicial District Guardian ad Litem Program.

**RESPONSIBILITIES:** Responsible for GALAXY database data entry, Guardian ad Litem Contractor monthly payment processing, file maintenance, recording of checks, answering phones, faxing, assisting with training, conducting GALAXY trainings, completing Quality Assurance projects, creating reports from data, and other duties as assigned.

**QUALIFICATIONS:** Graduation from High School or GED; minimum of two years of clerical or related experience; ability to learn computerized office programs; ability to pass a criminal background check.

**DESIRED ADDITIONAL QUALIFICATIONS:** Graduation from a Vocational School in a clerical field; experience as a Guardian ad Litem; knowledge and understanding of the role of a Guardian ad Litem.

**SALARY RANGE:** \$13.16 - \$19.09 per hour, with excellent State of Minnesota benefit package

**APPLICATION DEADLINE:** January 18, 2008

**TO APPLY:** To request an employment application, please call (218) 759-4361, or download from [www.courts.state.mn.us](http://www.courts.state.mn.us) or CourtNet. Submit a completed application form, cover letter and resume to the address below:

Jill Hendrickson  
 Human Resources Coordinator  
 Ninth Judicial District  
 616 America Ave. NW, Suite 250  
 Bemidji, MN 56601

Position # 01088024

**EOE**