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| C:\Users\pwean01\Desktop\portal-logo-screen_tcm1077-226393.png | **DEPARTMENT OF TRANSPORTATION** |

**Associate Legal Counsel**

**Up to $112,898/annually**

**St. Paul, MN**

This is a transactional law attorney position in the MN Department of Transportation (MnDOT) Office of Chief Counsel, reporting to the Contract Management Section’s Senior Legal Counsel or Deputy Chief Counsel of Contract Management and Torts. The incumbent performs legal research, prepares legal memoranda, and provides advice on various and complex legal topics. Responsibilities include drafting and reviewing contracts and other legal documents to ensure that the contracts and documents comply with state and federal law and policy requirements, including the MnDOT Contract Management Policy and Procedures, and meet program goals and objectives; assisting in factual research by gathering information from MnDOT offices and staff, legal and non-legal resources, and then organizing and summarizing the information, in memorandum or other format, for potential use in client counseling, litigation or settlement planning, or for other compliance or risk management purposes; and preparing, or assist in preparing, reviews of proposed legislation.

The position will focus on contracts, agency programs involving state and federal grants, partnership agreements, and other department financial agreements. Additionally, the incumbent will be the lead attorney for Indian law and preservation of cultural resources during construction projects.

**WHY WORK FOR US**

We offer excellent employee benefits, such as low-cost health and dental insurance, and affordable dependent coverage. Other benefits include:

* 12 paid holidays per year
* Earn up to 29 paid vacation days a year
* Earn 13 days paid sick time
* Defined pension plan
* Paid life insurance
* Paid parental leave available
* Some telework may be available
* And more!

**MINIMUM QUALIFICATIONS**

* A J.D. degree from an American Bar Association accredited law school;
* A current license to practice law in the State of Minnesota; and
* Two years of advanced professional experience that demonstrate the areas below:
  + Legal research and analysis, writing, and client counseling experience.
  + Practical experience in contract law, or related experience such as drafting, litigating, or advising on public legal documents.

**APPLY ONLINE BY 5/6/2024:**

1. Go to [**www.mn.gov/careers**](http://www.mn.gov/careers)
2. Click “**Search open positions**”
3. Enter the Job Opening ID **“75952”** in the Keywords search box and click “**>>**”
4. Click on the Job Title to view the job posting
5. Click “**Apply for Job**”
6. When prompted for your **Referral Source, please list: Other – NNABA**

**Only applicants received on mn.gov/careers will be considered.**

**CONTACT FOR ADDITIONAL INFORMATION:**

**Lena Garcia, MnDOT Recruitment Specialist**

[**Lena.Garcia@state.mn.us**](mailto:Lena.Garcia@state.mn.us)

**612-257-2388**