



MINNESOTA

CAMPAIGN FINANCE BOARD

POSITION ANNOUNCEMENT: Legal Analyst/Management Analyst

The Minnesota Campaign Finance and Public Disclosure Board is the state agency responsible for administration of Chapter 10A of the Minnesota Statutes, which regulates and requires disclosure of the financial activities of candidates, political parties, political committees, and lobbyists. The Board publishes an extensive internet site with compliance and disclosure information at www.cfb.mn.gov. The six-member Board is served by a permanent staff of nine.

The Board seeks applicants for this newly created position, which will report to the Executive Director. The position title, "Legal Analyst / Management Analyst", reflects the fact that the person in the position will fill dual roles, both requiring maturity, discretion, and experience.

Salary and benefits: The salary range for the position is \$56,752 - \$84,156. This range is taken from the state salary grid for the position classification. The top of the range reflects the salary that a person might reach after more than ten years in the position. Starting salaries are typically in the bottom third of the range. The State of Minnesota also provides an excellent benefits package.

Application Procedure: The application consists of a letter of application and a current resume. A resume without a letter of application does not constitute a complete application. The letter of application will be used in part to preliminarily evaluate the applicant's writing ability. The letter of application should explain why you believe you are a good candidate for this position and how this position fits your present and future career goals.

Online application method of submission: Please include both a letter of application and a current resume in order to be considered for the position. Apply through the Minnesota Careers website at <http://www.mn.gov/careers> or through this link [Job ID 24789](#).

Applications received on or before **July 16, 2018**, will be included in the initial applicant pool for consideration. The agency may elect to extend the application period without notice if a satisfactory applicant is not hired from the initial applicant pool.

Selection process: The selection process will consist of an initial screening of resumes and letters of application. A selected group of candidates will be interviewed. Writing samples or samples of work from projects similar to those included in the position description may be requested. References may be requested from finalists. The hiring decision will be based on the resume, letter of application, interviews, reference checks, submitted materials, and any other relevant information obtained during the application process.

Juris Doctor Requirement: A juris doctor is a minimum requirement for this position. Applicants who do not have a juris doctor do not meet the minimum requirements for the position. The applicant should be eligible to be licensed as a Minnesota attorney.