

Teachers Retirement Association of Minnesota – General Counsel

Teachers Retirement Association (TRA) has been providing pension coverage to Minnesota educators for decades, with a mission to help members and their beneficiaries plan for an independent and financially secure retirement. We are currently seeking job candidates with a strong background in litigation, compliance, and/or legal and regulatory affairs to serve as TRA's General Counsel.

Our General Counsel position exists to provide legal advice and counsel, legal direction, and supervision of all TRA's legal activities. The incumbent will serve as the agency's Chief Legal Advisor, and will be responsible for providing legal consultation/guidance to the TRA's Executive Director and staff on interpretation of federal and state laws, tax regulations, published guidance governing qualified retirement plans, employment law, and other legal and regulatory matters. This role will also act as the liaison between TRA, the Office of the Attorney General, and any other outside legal counsel regarding a variety of legal proceedings.

This position is located in our Saint Paul, Minnesota office, and will require the incumbent to work a schedule that includes in-person work. Travel may be required up to 10% of the time for this role.

Minimum Qualifications

A Juris Doctor (JD) degree from an American Bar Association (ABA) accredited law school;

Active license in good standing to practice law in the State of Minnesota and current with continuing legal education requirements; and

Five (5) years of experience practicing law in one or more areas: Administrative; Tax; Retirement/Pension; Compliance; Employment; Corporate; Securities; and/or other relevant legal fields.

Professional experience must further demonstrate:

- Evidence of providing legal advice and representation to an organization on a variety of legal and regulatory matters.
- Evidence of dispute resolution such as litigation, administrative hearings, and/or formal legal proceedings.
- Evidence of guiding an organization on legal compliance (e.g., statutory and regulatory administrative policies)
- Evidence in successfully managing competing priorities, strategic planning initiatives, and enterprise process improvement project(s) with major organizational impact.
- Proven strategic leadership ability and interpersonal skills to build collaborative relationships; influence decision-making; effectively motivate and manage a diverse team; and champion a work culture that advocates for inclusion.
- Excellent research, analysis, communication (written/oral), and presentation skills to articulate complex legal topics to diverse audiences.
- Proficiency in using Microsoft Word, Excel, Access, PowerPoint, and Outlook; Cisco WebEx; or equivalent software packages.

Successful candidates must also possess the ability to secure their transportation for in-state business travel and/or conferences.

Preferred Qualifications

- Experience working with the Minnesota Data Practices Act or similar privacy law(s).
- Experience handling issues related to state and federal laws as they relate to tax qualified governmental retirement plans.
- Experience working with state and federal employment laws.
- Experience working with the Minnesota Attorney General's Office and/or State government agencies on legal and regulatory matters.
- Experience supporting or advising leadership bodies or board members.
- Experience successfully managing a budget.

Physical Requirements

This position requires occasional transporting of articles such as file folders, ledgers and/or small tools. May be required to move or maintain a stationary position for long periods of time.

Additional Requirements

****Successful candidates must pass past-employer reference checks and a criminal background check.****

It is the policy of TRA that all finalist(s) submit to a background check prior to employment. The background check may consist of the following components:

- State of Minnesota state government employment records check (applies to current and past State of Minnesota state government employees only)
- Criminal History Check
- Employment Reference Check
- Social Security and Address Verification
- Education Verification
- Driver's License Check

How to Apply

Visit the MN Careers webpage: <http://www.mn.gov/careers> and search using the Job ID # 88988. If you have questions about applying for jobs, contact the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, or are an individual with a disability and need to request an accommodation for a scheduled interview, contact Justin Johnson at jjohnson@minnesotatra.org.

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Justin Johnson at jjohnson@minnesotatra.org.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Compensation

The compensation range for this position is \$50.25 - \$71.95/hourly; \$104,922 - \$150,231/annually, and the compensation offer will be dependent upon candidate qualifications.

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at <https://studentaid.gov/>)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance

- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

Teachers Retirement Association also offers free ramp parking at our Saint Paul Office location.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.