



North Dakota **Attorney General**

Assistant Attorney General

Position No: 125-609

Salary Range: Commensurate with Experience. Click for [Total Rewards Calculator](#)

Closing Date: October 23, 2023

Status: Full-Time with State Benefit Package

Recruitment: Internal/External

Location: 500 North 9th Street, Bismarck, ND

Selecting Supervisor: Matthew Sagsveen, Director, Natural Resources and Native

American Affairs Division

Summary of Work

The Attorney General is the chief legal officer for the state of North Dakota, and the Attorney General's Office serves more than 70 state agencies, boards, and commissions, as well as the University System. In furtherance of its mission to deliver the highest quality professional legal services to officials, agencies, and people of the state of North Dakota, the Natural Resources and Native American Affairs Division covers a significant and vital legal landscape for the State of North Dakota.

An attorney hired for the position has the opportunity to work on and receive training in a wide variety of legal topics including oil and gas law and regulation, energy law, and other duties as assigned. Typical duties for this position may include working collaboratively with the division's supervisor and attorneys on the following tasks:

- Initial case review and strategic analysis
- Client communications, including requests for guidance and legal opinions
- Legal research, writing, discovery, motion practice, and trial or hearing preparation
- Administrative case management and tracking

An attorney hired for the position will also have the opportunity to work independently with clients and may be considered for managing a legal portfolio within the division.

Division staff are also given the opportunity to participate in local, regional, and national training courses for topics such as advanced trial skills, depositions, appellate advocacy, e-discovery, and negotiations.

In addition to the monthly salary based upon experience and demonstrated competency, this position includes fully paid health insurance for employee and family, the option to participate in employee-paid dental and vision for employee and family, participation in the state NDPERS defined benefit or defined compensation retirement plans, as well as the option to participate in the 457 deferred compensation plan, and the option to contribute to a medical spending account. The position also includes annual and sick leave benefits.

Employees in this position are eligible for the Public Service Loan Forgiveness (PSLF) program.

Location of Work:

The Division office is centrally located in Bismarck, North Dakota.

Minimum Qualifications

1. Licensed to practice law in North Dakota, or the expectation of imminent admission to the North Dakota bar.
2. A minimum of 1 year of experience practicing general civil litigation or other comparable litigation-related experience. A judicial clerkship may be substituted for this minimum requirement.
3. High ethical standards and a clean disciplinary record.
4. Ability to maintain a high degree of confidentiality.
5. Advanced interpersonal skills needed to work well with the public.
6. The judgment, reliability, and willingness to devote time and energy necessary to provide excellent legal services to the State of North Dakota.
7. Ability, demonstrated in previous employment experience or otherwise shown, to establish and maintain effective, harmonious working relationships with clients, colleagues, and supervisors.
8. Excellent time management and organization skills.
9. Proven ability or potential to produce excellent legal work product.
10. Successful completion of the interview process, reference checks, and standard background and criminal record checks to determine knowledge, skills, and abilities to perform assistant attorney general tasks.

About TeamND

"Far and away the best prize life offers is the chance to work hard at work worth doing." - Theodore Roosevelt

More than 7,500 talented, hard-working people across sixty-three agencies have come together as Team North Dakota. At Team ND, we are driven to succeed through gratitude, humility, curiosity and courage. Our purpose is to empower people, improve lives, and inspire success. Join us in being legendary.

Total Rewards: The State of North Dakota is committed to providing team members with a strong and competitive [rewards](#) package that support you, your health and your family.

Considering a new position on Team ND? How does your current position stack up? Use our [Total Rewards Calculator](#) to estimate.

Application Procedures

Applicants are screened based on qualifications, successful completion of the interview process and a background and criminal investigation. Applicants must be currently authorized to work in the United States on a full-time basis. **The Office of Attorney General does not provide sponsorships.**

Application package must be received by 11:59 PM on the closing date listed on the opening.

TO BE CONSIDERED FOR THIS POSITION APPLICATIONS MUST BE SUBMITTED ONLINE AT: www.nd.gov/careers

Documents to be submitted:

- Resume
- Cover letter with a summary that clearly explains how the applicant's work experience is related to the summary of work and minimum/preferred qualifications
- 3 Professional References
- College Transcripts (copies or unofficial versions are acceptable for the initial application process but when the top candidate is given a conditional employment offer, they are required to present official transcripts)

Anyone needing assistance or accommodations during any part of the application or interview process please contact Ashley, Office of Attorney General: E-mail: aeisenbeis@nd.gov; phone: (701) 328-1256 or TTY: 1-800-366-6888.

- Learn more about Office of Attorney General at: <https://attorneygeneral.nd.gov/>
- Learn more about Employment Benefits at: <https://www.nd.gov/omb/public/careers/team-nd-benefits>
- Visit North Dakota State government: <http://www.nd.gov>

To learn more about living in North Dakota, visit <https://findthegoodlife.com>

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.