



Goodhue County Justice
Center
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STEPHEN F. O'KEEFE

Goodhue County Attorney

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MEMORANDUM

TO: Goodhue County Personnel Committee

FROM: Stephen F. O'Keefe, Goodhue County Attorney 

RE: Summer Intern

DATE: March 10, 2022

I write to request Board approval to hire a Legal Intern for the summer of 2022. This would be a temporary position, approximately 12 week duration, up to full time hours depending on availability of the successful candidate, with a pay rate of \$20.00 per hour. The total estimated cost would be approximately \$9,600 plus payroll costs (i.e. 480 working hours paid at \$20 per hour). This position is not budgeted and my plan is to pay for the position using existing forfeiture money and/or contingency funds.

There is a great need for this position as the COVID-19 restrictions on court cases are recently being lifted. Specifically, the summer intern would be very helpful in addressing the significant charging backlog and identified need for additional legal research as a result of contested hearings being able to move forward again.

The successful candidate will have completed at least their first year of law school and be eligible to practice law per the Minnesota Supreme Court Student Practice Rules. In past years we have used our summer interns to draft criminal complaints, perform legal research and writing, as well as making some court appearances in traffic matters. This is a "win win" situation, as the Summer Intern gets valuable attorney work experience and our office gets much needed help to reduce the high volume workload. I find that the summer intern program is also a great way to assess and to recruit new talent when openings occur in the office.

Thank you for considering this request.

SFO/jk



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Attorney

Date: March 10, 2022

Submitter Name: Stephen O'Keefe, Goodhue County Attorney

Position Title: Legal Intern

Position Reports To: Stephen O'Keefe, Goodhue County Attorney

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) Replacing Who? _____ New Position

Classification: Full Time Part Time

Status: Permanent Temporary (67 day) Seasonal Intern - paid

How does Goodhue County staff in this position compare to similar sized counties?

This is consistent with previous wages paid to summer legal interns.

BUDGET & SALARY INFORMATION

Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

- Replacement position in budget
 New position in budget
 New position not in budget

Has this job classification been evaluated by the Hay Group?

Yes No

FLSA Status: Exempt (salaried) Non-Exempt (hourly)

Starting Pay Grade / Step: \$20/hr / _____

Anticipated Benefit Cost: \$ _____

Total Cost*: \$ 9,600 + payroll tax

*Salary & Benefits

Use this link for help calculating salary & benefits:
[Total Comp & Benefits Calculator](#)

Total Budgeted: \$ _____

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc.

Job Posting Type: Internal only Internal & External

Advertising Requested:

- | | |
|---|--|
| <input checked="" type="checkbox"/> ADP Career Center (includes indeed.com) | <input checked="" type="checkbox"/> County website (includes Facebook & Twitter) |
| <input type="checkbox"/> Lake City Shopper/ Graphic | <input type="checkbox"/> Republican Eagle (includes JobsHQ online) |
| <input type="checkbox"/> Cannon Falls Beacon | <input type="checkbox"/> Zumbrota Shopper |
| <input type="checkbox"/> Assoc. MN Counties (AMC) website | <input type="checkbox"/> League of MN Cities (LMC) website |

Other Advertising Requested: MN Law School, MCAA

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM
APPROVALS PAGE

Department: Attorney

Date: March 10, 2022

Submitter Name: Stephen O'Keefe, Goodhue County Attorney

Position Title: Legal Intern

Position Reports To: Stephen O'Keefe, Goodhue County Attorney

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: _____

Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____

Date: _____

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice