



DISTRICT COURT OF MINNESOTA TENTH JUDICIAL DISTRICT

Anoka Chisago Isanti Kanabec Pine Sherburne Washington Wright

Lori O'Brien, Anoka County Court Administrator

2100 3rd Avenue, Anoka, MN 55303-2489

763-760-6700 / fax 763-712-3247

VACANCY – CONTRACT POSITION COURT APPOINTED PROBATE COURT VISITOR

Anoka County Court Administration, Tenth Judicial District, State of Minnesota has an immediate opening for a court visitor as follows:

OPENING:

Conduct a visit with the proposed ward in general probate guardianship and/or conservatorship cases pursuant to Minnesota Statutes 524.5-304. The court visitor shall be an officer of the court and shall be disinterested in the guardianship or conservatorship proceedings. Every court visitor shall have training and background in psychology, social work or legal background, depending upon the circumstances of the proposed ward or conservatee. General duties as outlined below follow the Minnesota General Rules of Practice, Title V, Probate Rules, and Rule 416.

SUMMARY OF DUTIES PER CASE:

1. Meet privately with the proposed ward or conservatee to observe, serve (read aloud if requested) and explain the petition and notice of hearing, assist, if requested, in obtaining a private or court appointed lawyer;
2. Prepare and file written reports to the court and also serve a copy upon the petitioner or petitioner's lawyer at least five days prior to the hearing;
3. Appear, testify and submit to cross examination at the hearing concerning his or her observations and recommendations, unless such appearance is excused by the court;
4. Other tasks as assigned.

The rate of pay is \$90 per completed court visit plus mileage for travel. For travel outside of the County of Anoka, additional compensation of \$25 will apply to visits within Hennepin, Ramsey, Sherburne, and Washington. Counties and additional compensation of \$50 for all other metro counties. A contract will be entered into and further terms will be mutually agreed upon. Court visitors will be required to complete a standardized monthly billing statement as directed by the court. There are no benefits with the independent contractor positions.

Applicants interested in this position shall submit a resume and cover letter by January 16, 2023 and send to the attention of Lori O'Brien, Court Administrator. A screening process will include review of resumes and consideration of prior experience. An interview may be conducted. Please direct any questions to Andrew Pederson, Court Operations Supervisor, at 763-760-6676.