

**Alaska Court System
Class Specification**

COURT RULES ATTORNEY

Range: 24

EEO4: 02

SOC: 23-1010

Class Code: C3106

Definition:

Under broad general direction of the General Counsel, the Court Rules Attorney reviews and evaluates proposals for rule revisions, drafts rule language, staffs standing rules committees, performs legal research, and advises the supreme court on rule change recommendations.

Distinguishing Characteristics:

The Court Rules Attorney is a single-position class at the level of an experienced professional attorney.

Complexity of Tasks: The Court Rules Attorney performs difficult work on highly technical or involved projects/rules. Assignments may present constantly new and/or changing problems. Duties require the ability to fully evaluate all aspects of a situation and make conclusions for which there may be very little precedent.

Independent Judgment: The Court Rules Attorney must exercise a considerable amount of independent judgment on a regular, recurring basis.

Supervision Received: The Court Rules Attorney works under the general direction of the General Counsel and the Administrative Director.

Supervision Exercised: The Court Rules Attorney provides direct supervision over one Court Analyst (similar to paralegal) and may supervise administrative support staff.

Examples of Duties:

Evaluate all proposals (from within the court system or outside it) for amendment of court rules.

Perform legal research on court rule amendment proposals.

Draft court rule amendments, often from non-specific explanations of problems that need to be addressed.

Coordinate referral of pending rules matters to standing and special advisory committees, and for public comment.

Meet regularly with the Supreme Court to explain recommended rule changes; respond to Court concerns; redraft amendments as necessary; finalize all rule changes and publicize them.

Maintain records of past and current rule amendment activity and reports of the status of pending rule amendment proposals.

Serve as a liaison for the court system with the rules publisher on editorial and substantive matters.

Coordinate or conduct ongoing scrutiny of the rules to identify rules in need of change.

Respond to inquiries concerning pending and past rule amendment activity.

Assist the Supreme Court in developing and implementing procedures for its rulemaking function.

Prepare and recommend to the Supreme Court practice guidelines for improving the effectiveness of court rules.

Conduct special projects as assigned by the Administrative Director.

Perform other related duties as assigned.

Knowledge, Skills, Abilities:

The Court Rules Attorney required knowledge of:

- Legal principles and practices, administrative, statutory and constitutional law.
- Legal procedures and methods of legal research.

The Court Rules Attorney requires skill in:

- Technical and detailed writing, reducing broad and wide-ranging discussions to concise legal writing.

The Court Rules Attorney requires the ability to:

- Study, analyze and prepare recommendations on a variety of legal issues/rules.
- Reason logically and present clear, concise argument.
- Prioritize projects and issues by understanding the court system's overall concerns and functions.

Minimum Qualifications:

Graduation from an accredited law school and active membership in the Alaska Bar Association. Three years of legal experience is strongly preferred.

Note: Law school graduates who have not yet been admitted to the Alaska Bar Association may be considered for this position. If selected, the successful applicant must become an active member within 12 months of appointment.

This position is in the partially-exempt service; the incumbent serves “at-will” to the appointing authority.

07/89 - Revised

01/92 - Revised

05/11 – Revised, WPA, MQs

02/14 – Remove MQQ’s