

**Alaska Court System
Class Specification**

DIRECTOR OF ACCESS TO JUSTICE SERVICES

Range: 25

EEO4: 02

SOC: 23-1020

Class Code: C0155

Definition:

Under general direction, the Director of Access to Justice Services is responsible for the overall administration and management of the Access to Justice Services department, serving self-represented litigants statewide.

Distinguishing Characteristics:

The Director of Access to Justice Services is a professional-level job class responsible for assisting self-represented litigants involved in custody and visitation disputes, child support modifications, divorce, dissolution, and post-decree matters, stepparent adoptions, and other family cases.

Complexity of Tasks: Difficult work on highly technical or involved projects, presenting new or constantly changing problems. Ability to assess the needs of the center and organize and establish the center within strict financial and statutory guidelines.

Supervision Received: The Director of Access to Justice Services receives general supervision from the Administrative Director. Supervision is specific in assigning goals to be reached and projects to be completed, but general in allowing the incumbent to determine means and procedures to achieve the goals.

Supervision Exercised: The Director of Access to Justice Services will recruit, hire, train, supervise, evaluate, and discipline technical and clerical staff in performing the duties of the Center. The incumbent exercises substantial supervisory authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Independent Judgment: The nature of professional legal services requires the exercise of considerable independent judgment on a regular basis.

Examples of Duties:

Provide educational materials to litigants and advise litigants of related community services or agencies; interview customers to determine needs, explain court procedures, distribute court forms to litigants and provide assistance in the completion of forms, either individually or in group sessions.

Provide information about court rules, fees, court calendars and other court processes, while continually maintaining the highest level of customer service.

May serve as the primary liaison between the Alaska Court System and the Child Support Enforcement Division and other agencies and organizations.

May represent the Alaska Court System in various committees, panels, etc.

Coordinate with judicial officers in the processing of family-related matters.

Explore new and innovative approaches to family law procedures and recommend changes to appropriate court system resources.

Assist in training court staff statewide in family case procedures.

Collect data, prepare reports, and maintain data on services.

Create easy to read manuals, forms, and instructional materials for litigants.

Knowledge, Skills, Abilities:

The Director of Access to Justice Services requires knowledge of:

- Family law, legal principles and practices, administrative, statutory and constitutional law, legal procedures, and methods of legal research.
- The organizational structure of the Alaska Court System.

The Director of Access to Justice Services requires the ability to:

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships.

Minimum Qualifications:

Graduation from an accredited law school with an LLB or JD degree AND admission to the Alaska Bar.

Note: This position is in the partially exempt service; incumbents serve “at-will” to the hiring authority.

5/01 - Original

2/14 - Revised, remove MQQ's

2/20 – Revised, title and duties