

**Alaska Court System
Class Specification**

ADMINISTRATIVE ATTORNEY 2

Range 22

Class Code C3104

Definition:

The Administrative Attorney 2 provides legal expertise for the Alaska Court System in a variety of administrative and compliance areas.

Distinguishing Characteristics:

Administrative Attorneys serve at the level of an experienced professional attorney.

Complexity of Tasks: Difficult work on highly technical or involved projects, involving new or constantly changing problems. Duties require outstanding ability to deal with complex factors not easily evaluated or the making of decisions based on conclusions for which there is little precedent.

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

Supervision Received: The Administrative Attorney 2 works under the general direction of the Administrative Director or the Deputy Administrative Director.

Supervision Exercised: Supervisory duties are not typically assigned.

Examples of Duties:

Research the availability of grants that may be of benefit to the Alaska Court System. Draft and submit grant applications, and monitor grant award compliance.

Draft proposed legislation for the Court System. Review legislation for possible procedural and fiscal impact on courts. Review and forward comments from the Court System to appropriate legislative committees and bill sponsors.

Work with the Administrative Director, Deputy Administrative Director, judicial officers, and others to develop administrative policies and procedures.

Serve as the attorney assigned to handle human resources issues. Represent the Court System in a variety of administrative hearings.

Conduct legal research for court administration and other administrative staff.

Work with the facilities manager to resolve issues related to leased properties around the state.

Perform general attorney work as assigned.

Knowledge, Skills, and Abilities:

Knowledge of: Legal principles and practices; administrative, statutory, and constitutional law; legal procedures; methods of legal research and rules of evidence.

Ability to: Study, analyze, and prepare recommendations on a variety of legal matters; apply legal principles and precedents to specific cases and technical questions; reason logically and present clear and concise oral and written argument; prepare drafts of orders, rules, regulations, new legislation, opinions, and statements of fact; establish and maintain cooperative relationships.

Minimum Qualifications:

Graduation from an accredited law school and admittance to a state bar. Two years of legal experience is strongly preferred.

NOTE: This classification is in the partially exempt service and serves “at-will” to the appointing authority.

07/1997 – Original, C0150, Administrative Attorney

01/2010 – WPA, Title Change, C3104