

**Alaska Court System  
Class Specification**

**ADMINISTRATIVE ATTORNEY 3**

Range: 24

EEO4: 02

SOC: 23-1010

Class Code: C3105

**Definition:**

An Administrative Attorney 3 provides legal expertise for the Alaska Court System in a variety of administrative and compliance areas.

**Distinguishing Characteristics:**

Persons in this class serve at the level of an experienced professional attorney.

**Complexity of Tasks:** Incumbents perform difficult work on highly technical or involved projects, involving new or constantly changing problems. The duties require an 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 and recurring basis.

**Supervision Received:** An Administrative Attorney 3 works under the general direction of the Administrative Director with daily supervision from the Deputy Administrative Director.

**Supervision Exercised:** An Administrative Attorney 3 is not typically assigned supervisory responsibility.

**Examples of Duties:**

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

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

Draft proposed legislation for the Court System.

Review legislation for possible procedural and fiscal impact on courts. Review and forward comments to the court's legislative liaison.

Conduct legal research for court administration and other administrative staff.

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

Analyze and develop policies, systems, and procedures governing court processes and programs.

Provide input on electronic forms. Ensure compliance with state and federal requirements.

Analyze and make recommendations concerning proposed statutes and regulations; review to assure constitutionality and the absence of conflict with other statutes and regulations.

Draft legislation or regulations relating to assigned projects and programs for consideration by the Administrative Director and the Supreme Court. Work with senior staff to prepare annual and special reports.

Design and assist in conducting research studies; collect, analyze, and summarize results; write reports suitable for publication to statewide policy makers and practitioners.

Develop appropriate systems for efficiently accomplishing the duties of the position.

Perform general attorney work as assigned.

### **Knowledge, Skills, and Abilities:**

An Administrative Attorney 3 requires knowledge of:

- Legal principles and practices.
- Administrative, statutory, and constitutional law.
- Methods of legal research.
- Legal procedures and methods of legal research and rules of evidence.

An Administrative Attorney 3 requires skill in order to:

- Conduct legal research and analysis on assigned tasks.
- Communicate effectively both orally and in writing.
- Apply the law to the facts.

An Administrative Attorney 3 requires the ability to:

- Study, analyze, and prepare recommendations on a variety of legal matters.
- Create tools, including a database to keep statistics to evaluate program goals.
- Apply legal principles and precedents to specific cases and technical questions.
- Prepare clear and concise written product and oral discussion.
- Establish and maintain cooperative relationships.

**Minimum Qualifications:**

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

**NOTE:** An Administrative Attorney 3 is in the partially-exempt service; the incumbent serves “at-will” to the appointing authority.

07/97 Original  
10/13 Revised, MQs  
01/14 Revised, MQs  
04/16 Revised  
01/23 Revised