

**Alaska Court System
Class Specification**

ASSOCIATE COUNSEL

Range: 25

EEO: 2

SOC: 23-1011

Class Code: C3117

Definition:

Under general direction, the Associate Counsel coordinates with the Administrative Director, General Counsel, Deputy Director of Operations, and the Chief Financial Officer to effectively represent the court's interests, advocate for sufficient funding, and navigate the legislative process to ensure the court's budgetary needs are communicated and aligned with its mission and goals.

Distinguishing Characteristics:

The Associate Counsel is a single-position job class that functions as a legislative liaison and administrative attorney for the Alaska Court System. The Associate Counsel communicates the court's priorities and funding requirements to legislators and legislative staff. The Associate Counsel supports the General Counsel's work with the Legislature regarding proposed legislation and its impacts on the Alaska Court System's operations and judicial work.

Supervision Received:

The Associate Counsel is supervised by the Deputy Director of Operations with mentorship and direction from the General Counsel.

Supervision Exercised:

The Associate Counsel is not typically assigned supervisory responsibilities.

Examples of Duties:

Serve as the primary point of contact for legislative inquiries relating to the court system budget, including presentation of information regarding the court's interests before legislative committees.

Develop a deep understand of the court system's budget to be able to explain the potential fiscal impact that changes to the budget could have on the court system.

Work with the Administrative Director, Chief Financial Officer, and Alaska Supreme Court to develop strategic plans for budget management and resource allocation. Help to identify cost-saving opportunities and funding priorities as needed.

Coordinate with the Chief Financial Officer and other administrative departments to conduct research, gather data, and prepare reports to support budget requests.

Establish and maintain a positive working relationship with legislators, legislative staff, OMB, and other stakeholders involved in the budgetary process.

Attend and participate in meetings, hearings, and other relevant events to promote and explain the court's budget.

Closely monitor legislative activities, including budget negotiations, and committee hearings, to stay informed about developments that may impact the court system's budget or operations. This includes tracking proposed legislation, amendments, and budgetary allocations.

Work closely with the General Counsel to provide input and information on legislative bills that may impact the court system, including development of fiscal notes for proposed legislation impacting the court system.

Under general direction from the General Counsel, oversee implementation of new laws affecting court operations. Convene meetings with the CMS staff, Court Rules Attorney, Court Forms Attorney, clerical education manager, and others to develop implementation plans.

Provide guidance and support to the Human Resources department on matters pertaining to the Americans with Disabilities Act; Equal Employment Opportunity regulations; and with resolving disciplinary actions and other personnel matters.

Update Administrative Bulletins at the direction of the Administrative Director.

Draft plain language public summaries of Supreme Court opinions, Court of Appeals opinions, and other trial court decisions as needed based on public interest, in coordination with the Public Information Officer.

Serve as a point of contact for public information requests in coordination with the Deputy Director of Operations. Collaborate with the Administrative Director, Deputy Director of Operations, and other relevant stakeholders to compile data and information that adequately addresses the inquiries.

Review procurement documentation, contracts, and related materials. Offer advice and interpretation as needed.

Provide support to the Rules attorney in the development of proposed rules or amendments to existing rules.

Provide support to the forms department in the development, review, and maintenance of court forms.

Knowledge, Skills, Abilities:

The Associate Counsel requires knowledge of:

- Legislative procedures, including budgetary processes and committee structures.
- Structure, functions, and operations of the Alaska Court System.
- Budgetary principles including state appropriations and grants.

- Political dynamics, interests, and priorities of the state legislature.
- Legal principles and practices, court rules, statutes, and case law.

The Associate Counsel requires skill in order to:

- Cultivate and maintain positive working relationships and trust with legislators.
- Build consensus and secure support for the court's budget requests.
- Identify challenges, develop solutions, and navigate complex processes in order to achieve objectives.
- Uphold ethical standards, integrity, and professionalism in all interactions and activities.
- Maintain trust and credibility within the legislature.
- Write clearly and concisely.

The Associate Counsel requires the ability to:

- Analyze proposed legislation, policy initiatives, and budgetary proposals to assess their potential impact on the court system.
- Develop informed recommendations based upon supporting data.
- Think strategically and anticipate potential challenges, opportunities and implications of legislative developments.
- Conduct research, gather data, and analyze information to support budget justifications.
- Conduct legal research.

Minimum Qualifications:

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

NOTE: This is a partially exempt job class; the incumbent serves "at-will" to the hiring authority.

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