

**Alaska Court System  
Class Specification**

ACCESS TO JUSTICE STAFF ATTORNEY 1

Range: 20

EEO4: 02

SOC: 23-1010

Class Code: C4214

**Definition:**

Under general supervision, the Access to Justice Staff Attorney 1 may provide legal support and overview to one or more of the Access to Justice program initiatives. These programs may include the Early Resolution Program (ERP), Modification Resolution Program (MRP), and other alternative dispute resolution programs.

**Distinguishing Characteristics:**

The Access to Justice Staff Attorney 1 is the entry level of the class series. Incumbents assist the Director of Access to Justice and other staff attorneys by performing legal and administrative functions of limited scope. A significant portion of the duties of an Access to Justice Staff Attorney 1 is the completion of training in order to independently perform higher level work.

Positions in this job class series are flexibly-staffed between the Access to Justice Staff Attorney 1 and Access to Justice Staff Attorney 2. Progression to the higher level may occur when the incumbent: 1) successfully completes a specified training plan; 2) meets all other specified terms of the flexible staffing agreement; 3) meets the minimum qualifications of the higher level; 4) is certified by the supervisor as capable to perform at the higher level; and 5) is approved by the Human Resources Department.

Supervision Received: The Access to Justice Staff Attorney 1 receives direct supervision from an Access to Justice Staff Attorney 3 and general direction from the Director of Access to Justice.

Supervision Exercised: Supervisory duties are not typically assigned.

Independent Judgment: Duties require the development of independent judgment in...

**Examples of Duties:**

Screen and schedule cases that are assigned to the program. Coordinate with local court and assigned judicial officers, mediators, and volunteer attorneys. Provide mediation as needed.

Ensure logistical details are taken care of including drafting case specific paperwork and orders.

Maintain and analyze statistics about the program.

Maintain, review, and revise program forms and records.

Create and edit website content using plain language principles.

Research, monitor, propose, and draft applications for appropriate grants. Prepare annual reports for grant compliance.

Research, develop, and implement improvements to maintain quality and increase access to justice effectiveness, efficiency, and timeliness of current court programs.

Improve existing programs for self-represented litigants.

Conduct Family Law Hearing and Trial Preparation Class for self-represented litigants as needed.

Provide statewide self-help services.

Work with other court staff to conduct internal and external stakeholder outreach and education; respond to questions and requests from members of the public; gather and process feedback on access to justice and other program quality.

Work with programming staff to improve data collection and management reports for cases that commonly involve self-represented individuals, including family law, domestic violence, debt collection, and housing issues.

Conduct legal research using court rules, statutes and case law, and relevant information from other states to draft suggested changes for review and approval by the Director of Access to Justice.

Conduct ongoing outreach to social service organizations, legal providers, government agencies, tribal entities, and others who come into contact with self-represented litigants to educate them about Access to Justice services and to understand their programs as referral sources.

Give presentations to various service providers and in trainings and conferences as appropriate.

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

The Access to Justice Staff Attorney 1 requires knowledge of:

- Family law.
- Administrative, statutory, and constitutional law.
- Civil court procedures.
- Methods of legal research.
- The practice of family law and practice with low-income populations.

The Access to Justice Staff Attorney 1 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.

The Access to Justice Staff Attorney 1 requires the ability to:

- Solicit volunteer attorneys, schedule attorneys to teach classes, contact the courts to schedule space and time.
- Organize training for volunteers.
- Work effectively with the parenting plan facilitators.
- Create tools, including database to keep statistics, to evaluate the volunteer attorney program.
- Prepare clear and concise written product and oral discussion.
- Establish and maintain cooperative working relationships.

**Minimum Qualifications:**

Graduation from an accredited law school AND active membership in the Alaska Bar Association (ABA).

**Preferred Qualifications:**

Strong research and writing skills; practice in family law, experience working with low income populations, experience teaching and/or in public speaking, project management experience, and experience writing for low literacy populations.

**Note:** The Access to Justice Staff Attorney 1 is in the partially-exempt service; the incumbent serves “at-will” to the appointing authority.

The Access to Justice Staff Attorney I cannot be also employed outside the Alaska Court System practicing law.

07/08 – Original

11/08 – WPA

03/14 – Revised to reflect level I; remove MQQ’s

11/14 – Revised; flexible staffing added

01/17 – Revised MQ

04/24 – Retitled & modified duties