

**Alaska Court System
Class Specification**

LEGAL TECHNICIAN I

Range: 12

SOC: 23-2011

EEO4: 06

Class Code: C0128

Definition:

Under general direction, Legal Technicians I perform administrative and paralegal duties for the Trial Courts, Appellate Courts, or the Alaska Supreme Court.

Distinguishing Characteristics:

Positions in the Legal Technician series are distinguished from the Deputy Clerk series in that the work performed by Legal Technicians requires an in-depth knowledge and application of technical legal processes and procedures.

Legal Technicians require the use of independent judgment to determine sufficiency or appropriateness of filings.

Supervision Received: Legal Technicians I work under the general supervision of the departmental supervisor, Clerk of Court in the trial courts, or the Clerk of the Appellate Courts. Work must comply with established court guidelines, policies, procedures, and other legal standards and deadlines. Evaluation is based on overall efficiency of work performed.

Supervision Exercised: Legal Technicians I do not have ongoing supervisory responsibilities such as hiring, evaluating, approving leave, disciplining, or responding to grievances, but may assist with the training of Deputy Clerks and Law Clerks.

Examples of Duties:

Receive all incoming civil/criminal/appellate documents on which court action is required such as motions, stipulations, opposition and reply memoranda, or changes in judge.

Ensure motions are accompanied by all necessary supporting documents, including certificates and/or affidavits of services and proposed orders. Notify appropriate parties of any deficiencies discovered in filed documents citing the appropriate statute(s) or rule(s).

Docket screen entries and maintain the Courtview motion program including but not limited to initial docket entries, modifications to ensure accurate motion type, dates, or judicial department.

Develop and implement effective suspense procedures to be applied to all aspects of motion practice.

Route documents to appropriate judicial department for final determination and/or to be calendared for oral argument. Determine if documents are properly filed in accordance with technical provisions of appellate rules, civil rules, and criminal rules, and any other authority that may apply.

Monitor medical malpractice cases through statutory procedures, including but not limited to coordinating the nominations, appointments, report, and follow-up for the expert advisory panels.

Prepare, issue, and distribute mandates. Prepare itemized bills of costs taxed on appeals.

Prepare and enter orders as directed by supervisor.

Determine the sufficiency of ex parte requests such as motions, stipulations, and changes in judge, and by review of the documents and appropriate court rules and the case files. May make procedural recommendations to the appropriate judicial department.

Process requests for default and default judgments.

Review requests for notices in the filing of master's reports in condemnation cases.

Other duties as assigned.

Knowledge, Skills, Abilities:

A Legal Technician I requires knowledge of:

- Appellate rules, civil rules, criminal rules, and applicable Alaska Statutes.
- General knowledge of legal policies, procedures, principles, and concepts used in legal research.

A Legal Technician I requires skill in order to:

- Write clearly and concisely using correct grammar, syntax, and spelling.
- Communicate effectively, orally and in writing.

A Legal Technician I requires the ability to:

- Read, interpret, and apply legislative and Supreme Court changes.
- Work effectively with deputy clerks, law clerks, attorneys, justices and judges.

Minimum Qualifications:

Graduation from high school or completion of a General Education Development (GED) certificate AND one year of advanced clerical work experience equivalent to a Deputy Clerk II with the Alaska Court System or an equivalent position with another employer AND the ability to type at least 40 words per minute (net).

OR

Graduation from high school or completion of a General Education Development (GED) certificate AND completion of a two-year paralegal curriculum from an accredited institution AND the ability to type at least 40 words per minute (net).

OR

A bachelor's degree from an accredited college AND the ability to type at least 40 words per minute (net).

09/78 - Original
06/80 - Revised
08/80 - Revised
06/90 - Revised
07/01 - MQs
09/04 - Revised
02/06 - MQs
09/06 – WPA
04/11 – MQs
10/13 – Revised
08/14 – Revised MQs