

**Alaska Court System
Class Specification**

LEGAL TECHNICIAN II

Range: 13

EEO4: 06

SOC: 23-2011

Class Code: C0129

Definition:

Under general direction, a Legal Technician II may function in supportive administrative and paralegal duties for the Trial Courts, Appellate Courts, or the Alaska Supreme Court.

Distinguishing Characteristics:

This class is distinguished from the general clerical series in that an in-depth knowledge of technical legal procedure is required. Also, the incumbent has supervisory authority or is required to perform substantive legal research.

Independent Judgment: This position requires the use of independent judgment in determining sufficiency or appropriateness of filings.

Supervision Received: Legal Technicians II work under the general supervision of the Clerk of Court in the Trial Courts or the Clerk of the Appellate Courts. Supervision and evaluation are based on overall efficiency of work performed.

Supervision Exercised: This position may have back-up supervisory authority.

Examples of Duties:

Receive all incoming civil/criminal/appellate documents on which court action is required.

Notify appropriate parties of any deficiencies discovered in filed documents.

Develop and implement effective suspense procedures to be applied to all aspects of motion practice as outlined in Civil Rule 77.

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 be applied.

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

Prepare and enter orders as directed by supervisor.

Assist supervisor in carrying out court functions.

Determine the sufficiency of ex parte requests, i.e., motions, stipulations, etc., and by review of the documents and appropriate court rules and the case files; is responsible for making procedural recommendations to the appropriate judicial department.

Assist in the processing of requests for defaults 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 II 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 II requires skill in order to:

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

A Legal Technician II 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:

Successful completion of a two-year paralegal curriculum at an accredited college or university AND two years of responsible work experience in the legal process, one of which must have been at a level of work equal to that of a Legal Technician I with the Alaska Court System or an equivalent position with another employer AND the ability to type at least 40 words per minute (net).

Substitution:

Three years of court system work experience or court-related work experience may be substituted for the two-year paralegal degree.

Preferred:

Lead or supervisory experience over clerical employees.

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
02/14 – Revised
08/14 – Revised MQs