

**Alaska Court System
Class Specification**

MAGISTRATE EDUCATION COORDINATOR

Range: 24

EEO4: 02

SOC: 25-9031

Class Code: C0242

Definition:

Under general direction, the Magistrate Education Coordinator is responsible for planning, organizing, coordinating, and implementing training and support services for magistrate judges. The incumbent also performs comprehensive legal analysis of statutes, regulations, and other policies and procedures on a wide variety of topics and manage special projects requiring legal expertise or knowledge of trial court processes.

Distinguishing Characteristics:

The Magistrate Education Coordinator is a single-position job class with responsibility for training and support services for magistrate courts, special projects, and research on a wide variety of topics requiring legal expertise. The duties have a substantial impact on the work of both court employees and other state agencies.

Supervision Received: The Magistrate Education Coordinator works under the general direction of the Administrative Director and Deputy Administrative Director.

Supervision Exercised: The Magistrate Education Coordinator may be assigned supervisory responsibility for subordinate positions.

Examples of Duties:

Research, write, and update correspondence courses in substantive and procedural law. Assist training judges and Rural Court Training Assistants in planning magistrate judge training conferences.

Assist in standardizing statewide forms and procedures used by the Alaska Court System.

Prepare and present lectures on legal subjects at training conferences.

Research and write handbooks and other written training aids for magistrate judges in the area of substantive and procedural law.

Travel to rural court locations to train new magistrate judges.

Perform non-routine, comprehensive legal analysis of statutes, regulations, appealable cases, and other policies and procedures regarding a wide variety of critical issues and topics affecting magistrate judges.

Review and analyze proposed legislation, regulations, judicial processes, and procedures for possible impact on magistrate judges and the clerical staff.

Track, analyze, distribute, and implement new laws and regulations of use to magistrate judges.

Review and evaluate organizational policies, practices, structure, functions, programs, work methods, resources, relationships between various agencies, and program performance.

Draft rules, administrative bulletins, and other directives.

Identify operational problems, offer recommendations, and implement solutions.

Establish response procedures to address internal and external requests for information.

Provide legal assistance and guidance to magistrate judges, frequently on complex issues.

Knowledge, Skills, Abilities:

The Magistrate Education Coordinator requires knowledge of:

- Alaska Statutes, Alaska Rules of Court, the administrative policies and procedures governing magistrate courts, and the broad operational problems and issues of the magistrate courts.
- Rural Alaska communities, their locations, and the social and cultural structure, lifestyle, special problems, and needs of rural Alaska.

The Magistrate Education Coordinator requires skill to:

- Negotiate and confer with public and private organizations and individuals in situations requiring tact and a sense of timing and flexibility.
- Explain complex legal concepts and procedures to a diverse audience.

The Magistrate Education Coordinator requires the ability to:

- Coordinate the work of a staff of professional and technical personnel.
- Effectively participate in the formulation and implementation of court policies and objectives.
- Analyze the implications of statutes, regulations, appealable cases, and other policies and procedures.
- Apply abstract principles in performing legal analysis; deal effectively and tactfully with court personnel and the general public.
- Write clearly, using simple language to describe legal procedures to a lay audience.
- Produce large quantities of written material using simple language to describe law and legal procedures to a lay audience.
- Travel in rural Alaska, sometimes using small aircraft.

Minimum Qualifications:

Graduation from an accredited college of law AND sufficient legal experience to use and interpret statutes, appealable cases, and legal procedures as utilized in the trial courts.

Preferred Qualifications:

Three years of appropriate experience in legal research and teaching. The active practice of criminal law is preferred.

NOTE: This position is in the partially exempt service; incumbents serve “at-will” to the appointing authority.

05/89 - Original

03/95 – Revised

11/06 – Revised, WPA

02/14 – Revised, remove MQQ’s