

**Alaska Court System  
Class Specification**

FAMILY LAW STAFF ATTORNEY I

Range: 20

EEO4: 02

SOC: 23-1010

Class Code: C4214

**Definition:**

Under general supervision of the Family Law Resource Director, the Family Law Staff Attorney I develops and coordinates the statewide volunteer attorney program for the FLSHC. Volunteer attorneys teach classes to self-represented litigants in Superior Court locations statewide. The incumbent is responsible for conducting legal research and developing content for new and existing forms and website information as requested by the Director. The incumbent also conducts ongoing outreach and presentations about the FLSHC to government agencies, social services agencies, legal providers, and other organizations.

**Distinguishing Characteristics:**

Family Law Staff Attorney II is the journey professional level of the Family Law Staff Attorney series. Positions in this job class series are flexibly-staffed. 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.

The Family Law Staff Attorney I is the entry level of the class series. The incumbent is responsible for developing and coordinating the statewide volunteer attorney program. The incumbent is responsible for recruiting and training volunteer attorneys who will teach classes in the various Superior Courts about court procedure to self-represented litigants in divorce, custody, child support and paternity cases, and post-judgment modification matters. This also involves working with the Superior Courts to schedule classes and advertise them as appropriate. In addition, the incumbent will coordinate with the pro bono program. Finally, the incumbent will develop tools to collect data to evaluate the volunteer attorney program, including surveys and spreadsheets. Some travel around Alaska may be required.

The incumbent is responsible for professional legal work requiring research and development of FLSHC content and information. This includes maintaining, updating and adding new website content and forms.

The incumbent will conduct outreach and give presentations as requested by the Director. Some travel around Alaska may be required.

**Examples of Duties:**

Develop and coordinate a statewide program of volunteer attorneys who will teach classes to

self-represented litigants in the Superior Courts.

Develop a volunteer attorney program to teach the Family Law Education Class (FLEC) and Hearing and Trial Preparation Class.

Develop new classes for self-represented litigants.

Recruit, train, coordinate and schedule volunteer attorneys.

Coordinate with local courts and other providers to provide space for classes.

Coordinate with the pro bono program to increase attorney participation and document FLSHC pro bono service.

Publicize classes in appropriate media and locations and teach classes as needed.

Develop tools to collect data about the volunteer attorney program, including surveys and spreadsheets.

Perform legal research, forms development, and website maintenance. Assist the Director in maintaining FLSHC and self-help appeals website and forms.

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.

Conduct ongoing outreach to social service organizations, legal providers, government agencies, tribal entities, and others who comes into contact with self-represented litigants to educate them about FLSHC 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 Family Law Staff Attorney I 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 Family Law Staff Attorney I 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 Family Law Staff Attorney I requires the ability to:

- Solicit volunteer attorneys, schedule attorneys to teach classes, contact the courts to schedule space and time.
- Organize training for volunteers.
- 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 Family Law Staff Attorney I is in the partially-exempt service; the incumbent serves “at-will” to the appointing authority.

The Family Law 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