

**Alaska Court System  
Class Specification**

**SUPREME COURT STAFF ATTORNEY**

Range: 24

EEO4: 02

SOC: 23-1010

Class Code: C5203

**Definition:**

Under general supervision of the Chief Justice, the Supreme Court Staff Attorney performs legal work for all Supreme Court justices on workers' compensation cases and, as time permits, on other matters filed in the Alaska Supreme Court. The incumbent is responsible for organizing and maintaining a collection of historical and research resources relating to Alaska workers' compensation law and workers' compensation appeals. The incumbent will assist in organizing and maintaining an efficient process for handling workers' compensation appeals; develop and organize appropriate educational materials; and assist in training law clerks on workers' compensation issues.

The Supreme Court Staff Attorney works under the general supervision of the Chief Justice and under the direct supervision of individual justices on individually assigned cases, primarily on workers' compensation cases and, as time permits, in other areas.

**Distinguishing Characteristics:**

The Supreme Court Staff Attorney is responsible for professional legal work requiring extensive legal research and preparation of memoranda and draft opinions for consideration by the Alaska Supreme Court. The incumbent is also responsible for organizing and administering efficient processes for screening, tracking, and maintaining appropriate data on Supreme Court's workers' compensation appeals. This position requires a high degree of independent judgment in formulating recommendations to be presented to the Alaska Supreme Court.

**Examples of Duties:**

Review workers' compensation, CINA, and selected other appeals upon completion of briefing. Perform research on issues raised in the briefs and prepare comprehensive bench memoranda discussing issues and recommending disposition. Perform additional research as needed, and assist in preparing draft opinions as directed by assigned justices.

As time permits, perform research and prepare memoranda as directed by the court in areas other than workers' compensation, such as child-in-need-of-aid appeals.

Develop and maintain appropriate procedures to efficiently accomplish assigned duties.

**Knowledge, Skills, Abilities:**

The Supreme Court Staff Attorney requires knowledge of:

- Legal principles and practices.
- Administrative, statutory, constitutional, and case law.
- Sources of legal reference and methods of legal research.
- Appellate procedures of the Alaska Supreme Court and the Alaska Workers' Compensation Appeals Commission.

The Supreme Court Staff Attorney requires skill in:

- Legal research and analysis.
- Applying the law to the facts.
- Oral and written communication.

The Supreme Court Staff Attorney requires the ability to:

- Apply legal principles and specialized knowledge to resolve individual cases and problems.
- Analyze, appraise, organize, and present facts, evidence, and precedents concerning assigned problems and cases.
- Reason logically.
- Prepare clear and concise written product and oral discussion.
- Establish and maintain cooperative working relationships.

**Minimum Qualifications:**

Graduation from an accredited law school and admission to a state bar AND sufficient legal experience and ability to enable the handling of relatively difficult legal assignments under minimal supervision.

**Preferred Qualifications:**

At least one year previous legal experience.

This position is in the partially exempt service; incumbents serve "at-will" to the appointing authority.

04/08 – Original, WPA

02/14 – Remove MQQ's