



# An Invitation to Apply Alaska Court System Access to Justice Staff Attorney Anchorage, Alaska

## **The Position and Organization**

The Alaska Court System (ACS) is accepting applications for an Access to Justice Staff Attorney 1 or 2 in Anchorage. This position will support the statewide Early Resolution Program (ERP) and Modification Resolution Program (MRP).

In ERP and MRP, the Access to Justice Staff Attorney screens newly-filed divorce and custody cases involving two self-represented litigants to determine the likelihood of settling any or all of the issues. Once a case is accepted for ERP, the court sends the parties a scheduling notice to appear at an ERP hearing, along with information about the program. Each case is included with up to seven other selected cases and placed on the court calendar for the same hearing timeslot. The parties appear before a settlement judge along with volunteer attorneys or court mediators who are available to work with the litigants to arrive at a resolution of the issues. Cases involving motions to modify custody and/or child support are also considered in some court locations. There is no cost to the parties for attorney or mediator assistance. The process is swift, and the parties often leave the courtroom with all issues settled and signed copies of all the necessary paperwork for the settlement only a few weeks after the case is filed.

Main responsibilities will include:

- Support the ERP and MRP by screening assigned newly filed domestic relations cases and modifications involving two self-represented litigants for suitability for ERP and MRP;
- Identify case issues and possible outcomes, prepare documents for ERP and MRP hearings, and review draft documents;
- Answer procedural questions;
- Attend ERP and MRP hearings to assist in the courtroom, including mediating cases when appropriate and needed;
- Coordinate with courts to schedule hearings and find available judicial officers; recruit, train, and assist volunteer attorneys as needed;
- Assist with special projects as assigned; assist with legal research, writing, website content, and forms development;
- Teach hearing and trial preparation class as needed;
- Assist with outreach about Access to Justice Services;
- Travel to Fairbanks, Palmer, Kenai, Juneau and other court locations will be required.

## An Ideal Candidate

You should be familiar with or quickly able to learn:

- Alaska Rules of Civil Procedure, Alaska Statutes, case law, and regulations;
- Alaska family and domestic violence law;
- Working with self-represented litigants and diverse populations;
- Teaching and/or public speaking;
- Project management experience;
- Plain language principles;
- MS Office, Zoom, or other remote platforms, PowerPoint and/or Canva

## Minimum Qualifications

Graduation from an accredited law school.

**PREFERRED:** Past or present membership in a state bar association; mediation training and experience.



## Compensation and Benefits

Minimum bi-weekly salary is currently **\$3,252.00 (range 20)**.

This position is in the partially-exempt service; the incumbent serves “at-will” to the hiring authority.

**The successful applicant will be appointed as Access to Justice Staff Attorney 1 (range 20) with the opportunity to advance to range 22 in the future.**

We provide a variety of benefits for eligible employees, which are a significant part of the total compensation package. Following are typical benefits available to our employees:

- Membership in the Public Employees Retirement System (PERS);
- Medical and dental coverage for employee and eligible dependents;
- Vision plan (optional);
- 11 paid holidays per year;
- Personal leave accrual based on years of creditable state service;
- Alaska Supplemental Annuity Plan (SBS) in lieu of contributions to Social Security;
- Alaska Deferred Compensation Plan (optional).

## **To Be Considered**

Qualified applicants should submit a letter of interest, comprehensive resume, a list of three professional references with contact email addresses and phone numbers, and a writing sample using plain language principles no more than 10 pages in length.

**Send electronic submissions (in one attachment) to [recruitment@akcourts.gov](mailto:recruitment@akcourts.gov) or mail to:**

**Alaska Court System  
Human Resources Department  
820 West Fourth Avenue  
Anchorage, AK 99501**

**By 5:00 p.m. on Wednesday, May 8, 2024.**

For more information, please contact Human Resources at 907-264-8242.