



The Position and Organization

The Administrative Office of the Alaska Court System is accepting applications for an Administrative Attorney 3 in Anchorage. Under general supervision of the Deputy Director of Court Operations, this position will act as the court technology attorney by providing legal expertise and project management to new initiatives and technology projects. The current projects assigned to this position include: Online Dispute Resolution (ODR) and the Electronic Evidence Management System. Other projects will be assigned as technology opportunities are identified and as needs arise.

Duties include:

- Developing strategies to improve access to justice and/or create efficiencies for court customers and court staff by integrating new technologies into court processes;
- Evaluating and selecting technology vendors, negotiating contracts, and overseeing vendor relationships to ensure the projects progress and meet milestones;
- Functioning as the project manager during development and the head administrator for the project platforms when implemented;
- Conducting legal research to ensure the process or system change enabled by the technology tool complies with court rules, statutes, policies and practices;
- Developing a thorough understanding of the various case types that the project will impact and identifying ways to simplify processes that take advantage of the technology application's attributes;
- Drafting court rules for use in the project and plain language instructions for customers and court staff and judicial officers;
- Promoting the project through education and outreach;
- Developing website content and automated forms using plain language and user-centered design; and
- Coordinating the court system team that may include staff members from Access to Justice, Information Services (case management, e-filing, applications) administrative office special projects attorneys, trial court clerks, and trial court judicial officers to develop the project, provide input, and share experience and expertise through regular meetings, platform testing, and pilot projects.



An Ideal Candidate

The successful candidate will have knowledge, skills, or ability to:

- Have experience with technical solutions; and learn various technology procedures;
- Have experience developing technology applications to improve access to justice, the user's experience, or gain efficiencies, or coding experience;
- Have the ability to work with rule changes;
- Possess excellent communication skills – written and oral;
- Have project management background and experience;
- Problem-solve creatively, and
- Work collaboratively with technical, legal, and clerical teams.

Compensation and Benefits

Current minimum bi-weekly salary for this position is **\$4,266.00 (range 24)**. We provide a variety of benefits for eligible employees, which are a significant part of the total compensation package. Typical benefits available to our employees include:

- 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;
- Retirement programs with a variety of investment options;
- Alaska Supplemental Annuity Plan (SBS) in lieu of contributions to Social Security;
- Alaska Deferred Compensation Plan (optional).

Minimum Qualifications

Graduation from an accredited law school and membership in a State Bar Association. Final candidate must reside in Alaska. Remote work will be considered. Two years of legal work experience strongly preferred.

To Be Considered

Qualified applicants should submit (in one attachment):

- Letter of interest
- Comprehensive resume
- List of three professional references with current contact information

Send electronic submissions to:

recruitment@akcourts.gov

Applications may be mailed to:

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

Closing Date: Open Until Filled

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

