The Civil Division of the Department of Law is the State of Alaska’s chief legal office in civil matters. The Civil Division has fourteen sections in offices throughout the state and is considered the “largest law firm” in Alaska. The Department is looking for multiple talented, energetic, and hard-working full-time attorneys to become members of our dynamic legal team. If you want to be a part of a collegial, collaborative, and professionally inspiring workplace, we hope you will consider joining us. The Department will be evaluating and hiring for these positions on a rolling basis as applications are received. Applicants with questions about the position should contact the section supervisor identified below. For more information about the Department of Law, please visit our website at www.law.alaska.gov.

Position 20-CFBCS-01: Commercial, Fair Business & Child Support - Anchorage
Position open until filled

Job Description: The Commercial, Fair Business, and Child Support section is recruiting for a full time Assistant Attorney General in the Anchorage office. The attorney hired for this position will primarily represent and advise the Alaska Housing Finance Corporation (AHFC) and Permanent Fund Dividend Division (PFD Division).

The attorney that fills this position will provide legal services to AHFC’s Public Housing Division in landlord/tenant disputes, public housing administrative grievances, and related matters. The attorney also may provide advice to AHFC’s Risk Management Division regarding claims or lawsuits filed against the agency.

The attorney will also provide day-to-day advice to the PFD Division, assist with legislative and regulations projects for the Division, and represent the Division in court matters such as superior court appeals of individual PFD denials.

Qualifications. Applicants must have a minimum of two full years of licensed practice and experience in civil litigation or administrative law. Applicants also must be able to handle all phases of litigation including discovery, motion practice, trial, administrative hearings, and appeals. Prior experience with fair housing and disability laws is desirable but not required. Strong writing skills are important.

Contact: Individuals who would like additional information about the position may contact Rebecca Cain at (907) 269-5101 or by e-mail at rebecca.cain@alaska.gov.

Position 20-LSA-01: Labor & State Affairs - Anchorage
Position open until filled

Job Description: The Labor and State Affairs section is recruiting for a full-time attorney primarily to represent the Alaska Industrial Development and Export Authority (AIDEA), a public corporation (AS 44.88). The attorney will act as general counsel for AIDEA, with duties involving board meetings, corporate governance matters, transaction work, loans, and project development.
The attorney may prepare, or work with outside counsel in negotiating and preparing, loan documents, financing agreements, and project development contracts. The attorney will work with bond counsel on AIDEA bond issuances. The attorney will advise AIDEA management and staff on contract enforcement matters, possibly including litigation or bankruptcy. Advising AIDEA on the Public Records Act, the Open Meetings Act, personnel issues, and procurement matters will also be required. The attorney may work on drafting legislation and regulations concerning AIDEA and its programs. The attorney will be responsible for supervising and directing outside counsel providing legal services to AIDEA.

This attorney will also advise, to a more limited extent, other state public corporations—specifically the Alaska Energy Authority on Power Project Fund loans and other specific programs, and will serve as legal counsel to the Alaska Seafood Marketing Institute (ASMI). Legal work for ASMI includes advising on contracting issues and providing advice to the ASMI board on the Open Meetings Act and other discrete issues.

Depending on section workload and attorney interest and experience, the attorney may also be asked to work on general governmental affairs matters with other attorneys in the section, including, for example, advising on constitutional law claims and legislative and regulatory issues.

Qualifications: The position requires a minimum of three full years of licensed practice of law. Experience in the following areas is extremely helpful and highly preferred: loans and commercial transactions; secured transactions; real estate; and project development and financing. Experience in drafting regulations and legislation is desirable, as is some familiarity with bankruptcy. The successful applicant must be able to work well independently and be self-motivated, and should possess precise analytical skills, strong writing ability, excellent communication skills, and good judgment. Experience in transactional and prior public sector or government work is highly desired and beneficial. Applicants should be comfortable working independently under minimum supervision and enjoy being a part of a team.

Contact: Individuals who would like additional information about the position may contact Janell Hafner, Supervising Attorney for Labor and State Affairs at (907) 465-3600; email janell.hafner@alaska.gov

Position 20-TWC-01: Torts & Workers’ Compensation Section
Anchorage or Juneau
Position open until filled

Job Description: The attorney assigned to the Torts workgroup will handle all aspects of civil litigation defense in both state and federal court, including investigation, discovery, motion practice, trial, and appellate work. The attorney will also provide legal counsel to state agencies on risk management and tort liability issues. Travel both in Alaska and out of state may be required.

Qualifications: Applicants must have graduated from an accredited law school and have a strong knowledge of general legal principles and practices. Qualified applicants must have precise analytical skills, excellent writing ability, strong oral advocacy skills, time management skills,
and good judgment. They should enjoy all aspects of the litigation process including trial and appellate work. Three years of litigation practice as an attorney responsible for his/her own caseload is preferred. Trial experience as either lead counsel or second chair is also preferred. Applicants should be highly motivated and able to work as a member of a litigation team with minimum supervision.

Contact: Individuals who would like additional information about the position may contact Patti Shake, Supervising Attorney for the Torts and Workers’ Compensation section, at (907) 269-5100; email patti.shake@alaska.gov.

Position 20-TWC-02: Torts & Workers’ Compensation Section – Anchorage
Position open until filled

Job Description: Attorneys assigned to the Workers’ Compensation workgroup will represent the state as an employer in workers’ compensation cases brought by state employees. This requires routinely handling litigation in administrative proceedings before the Alaska Workers’ Compensation Board, including discovery, motion practice, and hearings, as well as appellate matters before the Alaska Workers’ Compensation Appeals Commission and the Alaska Supreme Court. The attorney will also provide legal counsel to state agency employers, the state’s Division of Risk Management, and the state’s independent adjusters on workers’ compensation issues, and may advise on proposed legislation. Travel both in Alaska and out of state may be required.

Qualifications: Applicants must have graduated from an accredited law school and have a strong knowledge of general legal principles and practices. Qualified applicants must have excellent communication, oral advocacy, writing, and time management skills, and good judgment. The ability to handle a high volume of cases in a fast-paced work environment is essential. Administrative law experience, including a background in workers’ compensation law, is preferred, but not required. Litigation experience in any forum is also preferred.

Applicants should be highly motivated and able to work as a member of a team with minimum supervision. They should feel comfortable directly advising clients, and should expect to:

• Analyze and make recommendations on legal and factual questions;
• Research and analyze medical issues;
• Assess and manage cases and claims;
• Establish and maintain effective working relationships with public agencies, clients, opposing counsel, and unrepresented litigants.

Contact: Individuals who would like additional information about the position may contact Patti Shake, Supervising Attorney for the Torts and Workers’ Compensation section, at (907) 269-5100; email patti.shake@alaska.gov.
**Application Instructions**

Salary will depend upon the legal background and experience of the selected candidate. The State provides a comprehensive state benefits package to regular, full-time, partially exempt (PX) positions. State attorneys are in the partially exempt service and serve at will, at the pleasure of the Attorney General.

Candidates who are interested in applying for one of these positions must submit a resume that includes a complete history of education and professional work experience and identifies at least three professional employment references. Candidates also must submit a comprehensive professional writing sample. A cover letter should specify the position for which the applicant is applying by using the job number indicated on the recruitment announcement. Applications can be either emailed to civil.recruit@alaska.gov (with the subject line titled “application for current attorney recruitment”) or mailed or hand-delivered to:

Office of the Attorney General  
1031 W 4th Avenue, Suite 200  
Anchorage, AK 99501

All interested and qualified applicants will be considered, but not every applicant will be interviewed.

The Department of Law is an equal opportunity employer and complies with Title I of the American with Disabilities Act. Applicants who need accommodation to apply may call Melanie Ferguson at the department’s Anchorage office (907) 269-5102 or Relay Alaska at 1-800-770-8973.

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