The Civil Division of the Department of Law is the State of Alaska’s chief legal office in civil matters. The Civil Division has thirteen 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 begin evaluating and hiring for these positions on the closing dates listed in each job opening. Applications received after that date will be considered if the position remains available. Applicants who have 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 19-CP-03:  Child Protection Section – Anchorage or Bethel**

**Position open until filled**

**Job Description:** The Child Protection section in the Bethel Attorney General’s Office is recruiting for one full-time attorney position. The primary responsibility of the attorney in this position is to handle child-in-need-of-aid cases assigned to the Bethel office, although the attorney might be physically located in Anchorage. The case load is heavy and focused on litigation. This position requires extensive superior court trial work and a significant amount of written motion practice. The attorney in this position also may be called upon to handle civil commitment hearings and adult guardianship proceedings. The attorney may also have the opportunity to work on child welfare policy and participate in special projects aimed at improving the child welfare system in Alaska. Some travel within Alaska will be necessary.

**Qualifications:** Attorneys in this section produce a high volume of work on a daily basis. At least two years of trial experience and experience in child abuse or neglect law is highly desired. General criminal and family law experience will also be considered. Candidates must have strong litigation, case management, and time management skills. Candidates must also be able to demonstrate effective and appropriate consensus building and a willingness to be flexible. These positions require an attorney who is a creative thinker, able to think and make decisions quickly, and able to work independently and well under pressure. The successful candidates should be committed to the child welfare field and able to work with a variety of people, including the client agency, the general public and witnesses.

Attorneys who applied for this position in response to the June 2019 recruitment notice will automatically be considered for this vacancy and need not resubmit an application.
Position 19-ENV-02: Environmental Section - Anchorage  
Position closes September 20, 2019

Job Description: The attorney will represent the Alaska Department of Environmental Conservation on a variety of transactional, administrative, and litigation matters relating primarily to the agency’s Division of Spill Prevention and Response, Division of Air Quality and Division of Water. The caseload would likely include agency advice, contaminated sites, oil spills, cost recovery, project permitting, permit compliance, oil spill contingency plans, and appeals of agency decisions. The attorney may also assist in the development of regulations and legislation and with responses to requests for public records.

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. Two full years of licensed practice and experience in civil litigation or administrative law are preferred.

Contact: Individuals who would like additional information about the position may contact Steve Mulder, Supervising Attorney for the Environmental section, at (907) 269-5100; email steve.mulder@alaska.gov.

Position 19-TWC-02: Torts & Workers’ Compensation Section – Anchorage  
Position open until filled

Job Description: The attorney assigned to the Torts workgroup will incorporate all aspects of civil litigation defense in both state and federal court, including investigation, discovery, motion practice, trial, and appellate work. In addition to cases filed in Anchorage, the attorney may handle cases filed in other parts of the state including Kenai, Palmer, Fairbanks, and Bethel. The attorney will also provide legal counsel to the Department of Corrections and other 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 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.

Attorneys who applied for this position in response to the June 2019 recruitment notice will automatically be considered for this vacancy and need not resubmit an application.

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 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(s) for which the applicant is applying by using the job number(s) 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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