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 several 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-AG-01: Special Assistant, Attorney General – Anchorage
Position open until filled

Job Description: The Office of the Attorney General is recruiting for one full-time attorney to serve as a special assistant to the Attorney General. The attorney in this position will conduct legal research and analysis; draft legal memoranda and opinions; handle special projects; and conduct legal work needed by the Attorney General and other members of the Department’s upper management. For some projects, the attorney will work with other attorneys in the Department and with employees of the Governor’s office and other executive branch agencies.

Qualifications: This position is open to attorneys who have graduated from an accredited law school. Candidates must either be a member of the Alaska Bar or must become a member within ten months and be able to practice in accordance with Alaska Bar Rule 44(3)(c). The successful applicant must possess superior legal research, analytical, and writing ability. Applicants must be able to work independently and with minimal supervision, be able to manage competing deadlines at once, and have excellent judgment. Applicants should enjoy being part of a team environment and have an interest in public policy issues and current events.

Attorneys who applied for this position in response to the June 2020 recruitment notices 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 Joanne Grace, Director, Civil Division, at (907) 269-5151; email joanne.grace@alaska.gov

Position 20-CP-03: Child Protection Section – Anchorage
Position open until filled

Job Description: The Child Protection section in the 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 Anchorage office. 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 candidate 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.

**Contact:** For additional information about this position, contact Carla Erickson at (907) 269-5140.

**Position 20-CFBCS-02: Commercial, Fair Business & Child Support - Anchorage Position open until filled**

**Job description:** The attorney hired for this position will primarily represent the Division of Corporations, Business, and Professional Licensing, before various occupational boards and commissions. The attorney will be involved in preparing and presenting disciplinary actions against individuals holding occupational licenses. The boards and commissions involved include the State Medical Board, Board of Nursing, Board of Dental Examiners, Board of Marital and Family Therapy, Board of Pharmacy, Real Estate Commission, State Physical Therapy and Occupational Therapy Board, Board of Psychologist and Psychological Associate Examiners, State Board of Registration for Architects, Engineers, and Land Surveyors, Big Game Commercial Services Board, and others listed in AS 08.01.010. The work is varied and will include appearances before the Office of Administrative Hearing and in the state superior and appellate courts.

The attorney also will assist in providing legal advice to the Regulatory Commission of Alaska in all matters under its jurisdiction related to the regulation of public utilities. This work may include giving advice to the commission in public meetings and adjudications, reviewing commission's orders for compliance with legal requirements; defending RCA orders on appeal, completing the legal review of regulations adopted by the RCA; and drafting or monitoring legislation related to the RCA or public utility regulation.

In addition to these areas, the attorney selected may be called upon to assist other attorneys in the section with representation and advice to other section clients, including the Child Support Services Division, the Division of Banking Securities, and the Permanent Fund Dividend Division.
Qualifications: Applicants should have two years of licensed practice with experience in civil or administrative litigation. This experience should include taking cases to trial or hearing on the merits. Applicants must be willing to handle all phases of litigation including discovery, motion practice, civil trials or administrative hearings, and appeals. Strong writing and oral advocacy skills are important.

Contact: Individuals who would like additional information about the position may contact Rebecca Cain at (907) 269-5100 or by e-mail at rebecca.cain@alaska.gov

Position 20-LSA-01: Labor & State Affairs Section – 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.
Attorneys who applied for this position in response to the May 2020 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 Cori Mills, Supervising Attorney for Labor and State Affairs at (907) 465-3600; email cori.mills@alaska.gov

Position 20-LSA-02: Labor & State Affairs Section – Anchorage or Juneau
Position open until filled

Job Description: The Labor and State Affairs section is recruiting for a full-time attorney to represent the State Department of Labor and Workforce Development. The attorney selected for this position will primarily represent and advise the Division of Workers’ Compensation, including the Workers’ Compensation Benefits Guaranty Fund, which provides benefits to employees of uninsured employers and to a lesser extent, the Alaska Labor Relations Agency, which administers statutes relating to collective bargaining for public employers. The attorney will also assist colleagues in the section with wage and hour matters, unemployment benefits appeals, unemployment security tax matters, and advise and represent the Commissioner’s Office in the Department of Labor and Workforce Development. The attorney may help with public records requests and compliance with the Open Meetings Act and may have the opportunity to take on or assist with other work based on the attorney’s interest and workload, as well as section legal needs. The position offers a varied mix of providing advice to agencies, representing agencies in administrative and court proceedings, and drafting legislation and regulations.

Qualifications: Applicants must have graduated from an accredited law school and have a minimum of three full years of post-graduation experience practicing law as a licensed attorney. One of the three years of experience may be satisfied by having served as a clerk for a trial or appellate judge. A background in and familiarity with workers’ compensation is strongly preferred. Applicants must be able to work independently and with minimal supervision, have excellent judgment and strong client relation skills, and needs to be able to manage competing deadlines at once. Applicants should enjoy being part of a team environment and be comfortable with and interested in handling all phases of administrative litigation, including discovery, motion practice, and appeals. The successful applicant must possess superior analytical skills and excellent writing ability and must have an interest in and willingness to help draft, edit, and testify on legislation.

Attorneys who applied for this position in response to the June 2020 recruitment notices 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 Cori Mills, Supervising Attorney for Labor and State Affairs at (907) 465-3600; email cori.mills@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 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 any 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.

Want the latest employment opportunities delivered straight to your inbox?

Subscribe to the Department of Law Attorney Employment Notices today!

www.law.alaska.gov/department/jobs.html