The Position and Organization

The Alaska Court System is made up of dedicated professionals who are committed to improving access to justice and making a difference. Would you like to work closely with judicial officers to coordinate and develop the education and training they receive? The Administrative Office is accepting applications for a Judicial Education Manager (JEM) in Anchorage. Under general supervision of the Administrative Director, the successful candidate will plan, organize, coordinate, and implement training and support services for judicial officers. The JEM will also perform comprehensive legal analysis of statutes, rules, and other policies and procedures on a variety of topics and manage special projects requiring legal expertise or knowledge of trial court processes. Core responsibilities include:

Annual Conferences

- Work with committees to develop programming for at least (3) annual statewide conferences: Judicial, Magistrate Judge, and Newer Judge Conferences;
- Research potential topics and speakers, put together agendas, and handle conference logistics before and during these events.

General Judicial Training

- Help coordinate periodic in-house online trainings for judicial officers; these may include trainings on specific judicial officer questions or concerns;
- Review and circulate information about virtual judicial education opportunities;
- Maintain eligibility schedule for judicial officers to attend courses at the National Judicial College;
- Explore developing an onboarding program for new trial judges in conjunction with existing mentoring program;
- Coordinate with the Clerical Education Manager to align trainings so clerical staff and judicial officers receive training on similar topics when appropriate.

Research and Writing

- Develop and update writtin training and reference materials for judicial officers, including the magistrate judge lessons and portions of the administrative handbook for new judges;
- Provide occasional written guidance to judicial officers regarding changes to statutes, rules, policies, or procedures;

- Review and endeavor to keep current the materials on the judges' page of the intranet;
- Conduct legal or other research in response to requests from the Administrative Director or other senior staff for special projects.

Other Duties

- Serve as a liaison between administrative staff and judicial officers;
- Perform administrative tasks such as maintenance of rosters, tracking of conference topics, continuing legal education credits, and judicial leave;
- Participate in committees relevant to judicial education when asked by the Administrative Director or the Chief Justice;
- With other administrative staff, help implement legislative or rule changes that impact the court system;
- Travel to rural court locations to assess and assist with training needs.

The Ideal Candidate

You will have knowledge, skills, or ability to:

- Interpret statutes, caselaw, court rules, and court procedures for trial and appellate courts;
- Knowledge and/or experience in criminal law;
- Understanding of adult learning theory;
- Background in education helpful;
- Experience working in groups;
- Experience leading teams or committees;
- Project management experience helpful.

Minimum Qualifications

Graduation from an accredited law school and membership in a bar association. Two years of legal work experience strongly preferred.

Compensation and Benefits

Current minimum bi-weekly salary for this position is **$3,545.28 (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;
- Leave accrual based on years of creditable state service, starting with 4 weeks of paid leave (with cash value) which increases after 2 years of service;
- Alaska Supplemental Annuity Plan (SBS) in lieu of contributions to Social Security;
- Alaska Deferred Compensation Plan (optional).

To Be Considered

Electronic submissions may be sent in one attachment to: recruitment@akcourts.gov

- Cover letter & comprehensive resume
- List of (3) professional references with current contact information
- Writing sample no more than 10 pages in length

Hardcopy applications may be mailed to:
Alaska Court System
Human Resources Department
820 West Fourth Avenue
Anchorage, AK 99501

Closing Date: Open Until Filled

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