The Position and Organization

The Alaska Court System (ACS) is seeking a dynamic and motivated individual who will help employees uphold and fulfill the mission of the court.

This position will assist the Administrative Director, Human Resources Director, and other managers in the development and implementation of a variety of statewide projects. This position will serve as the primary liaison for clerical training needs between the Trial Courts and the Administrative Office.

Regular duties will include:

- Promote and encourage statewide communication and consistency between the local courts, districts, and administrative office;
- Develop and recommend statewide standards, best practices, procedures, and forms for court operations;
- Identify problems and develop solutions to improve the operation and efficiency of the courts;
- Work on standing and ad hoc committees to develop or revise court rules and procedures, and implement new legislation or rules changes;
- Draft, edit, and finalize case processing instructions, guides, administrative bulletins, procedures, and policies for publication and distribution;
- Evaluate and recommend changes to court rules to implement statutory changes or court decisions;
- Conduct complex and detailed research and analysis on topics related to the ACS;
- Develop and deliver training courses and training materials for Clerks of Court and Court Case Managers;
- Review and create a system to update the ACS clerical manuals for all case types;
- Serve as statewide resource to assist case managers and other judicial clerical employees, providing telephonic or written responses to inquiries;
- Plan and coordinate the annual Statewide Clerks’ Conference and conduct monthly teleconferences with Clerks of Court to share new information, seek input, and feedback;
- Work with case management system (CMS) and eFile teams to ensure that clerical instructions use plain language principles to be easily understood and followed;
- Work with the HR Director and Deputy HR Director to develop and maintain an onboarding program to integrate new employees into the ACS:
• Create and administer training for new supervisors and development opportunities for clerks of court and court supervisors;
• Serve as a standing administrative member of the Employee Advisory Committee;
• Serve as regular member of the Civil Rules Committee and other committees as assigned.

An Ideal Candidate Has Experience In and Ability To:
• Perform technical writing and research.
• Deliver training using adult learning methods.
• Manage complex projects (preferably as an executive director for a non-profit or a lead project manager).
• Lead and supervise employees, and instruct others in those management skills.

Compensation And Benefits
Full-time ACS employees are currently scheduled to work 36 hours per week. The minimum biweekly salary for this position is $3,062.88 (salary range 22).

We provide a variety of benefits for eligible employees, which are a significant part of the total compensation package. Typical benefits include:
• 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 wide variety of investment options;
• Alaska Supplemental Annuity Plan (SBS) in lieu of contributions to Social Security;
• Alaska Deferred Compensation Plan (optional).

To Be Considered
Complete recruitment information for this vacancy is available on Workplace Alaska at http://doa.alaska.gov/dop/workplace/

Go to the Job Search page, then select Court System from the Department section.

If you have any questions, contact the Alaska Court System Human Resources Department at (907) 264-8242 or by email at recruitment@ackourts.us.

Applications are due by 5:00 p.m. on Wednesday, February 17, 2021.

Finalists will be required to undergo a criminal background check.

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