

## ANCHORAGE YOUTH COURT LEGAL ADVISOR JOB DESCRIPTION

**Location:** Anchorage Youth Court (AYC) Office, 838 W. 4<sup>th</sup> Avenue

**Salary and hours:** Full Time - 30 hrs. wk.

**Reports to:** Executive Director

**Qualifications:** Law degree and current license to practice law in Alaska, experience working with adolescents and strong computer skills preferred. Good organization, communication, public relations and telephone skills. Work independently, yet take direction as needed. Function effectively under pressure, maintain a positive attitude, meet deadlines, detail oriented. Competent use of Word, Excel, File Maker. Submit resume, application and undergo background investigation. Non-smoking office.

### **Responsibilities/Duties:**

#### **Program**

- Direct, oversee, maintain and assure an effective legal program and alternative court system in consultation with the Executive Director.

#### **Legal training**

- Organize youth court basic legal education classes. Oversee curriculum development and accuracy. Contact teacher prospects, help with scheduling and securing classrooms. Work with Volunteer Coordinator to reach out to prospective members.
- Prepare student attorneys for competent, consistent representation of the defendant and state in court.
- Prepare judges for knowledgeable, respectful, balanced, court hearings consistent with restorative justice principles.
- Schedule presentations and secure presenters to recruit new members and to provide legal education for youth.

#### **Court**

- Advise AYC judges, prosecuting and defense attorneys.
- Review and screen case referrals weekly for acceptance as needed.
- Draft charging documents for each case and prepare attorneys.
- Draft and send out victim impact statements as appropriate.
- Schedule cases. Prepare scheduling letter, attachments and envelope, and mail packet to defendant. Record in database date that scheduling letter was sent.
- Ensure that case files are copied, kept confidential and properly disposed of.
- Prepare and oversee student attorneys and judges. Follow established procedures to facilitate and accomplish successful sentencing hearings and trials.
- Prepare and oversee the operations of the pre-teen court program, including training student participants, and coordinating pre-teen court cases and activities with volunteer and case coordinators.
- Maintain a current list of legal volunteers and secure additional legal volunteers as needed.
- Reserve courtrooms and schedule court system bailiffs.
- Attend sentencing hearings or arrange for volunteer legal advisor to attend.

*When court is held virtually:*

- *A few hours before court, save pdf versions of (a) the court calendar of volunteers, (b) the charging document, (c) the juvenile diversion agreement, (d) the felony referral form (if there is one) and (e) the sentencing hearing script. (Use a different version of the sentencing hearing script if the defendant and parent/guardian did not sign the juvenile diversion agreement.)*
- *Email the above pdf documents to the judges assigned to the case.*
- *Email the sentencing hearing script to the assigned bailiff.*
- *During deliberation, confer with the judges via a telephone conference call.*
- *After court, email or call volunteers concerning their performance.*

*When court is held in person:*

- *Prior to court, help youth volunteers set up courtroom. (E.g., move appropriate number of chairs to prosecution and defense tables; move chairs to judges' bench; show new clerks and bailiff where to sit and what to do.)*
- *Ensure bailiff takes case file to judges in deliberation room.*
- *During deliberation, join judges in deliberation room and assist as needed in deciding on a sentence and filling out the sentencing order.*
- *Upon return to courtroom after deliberation, be available to talk with defendant's family if they would like .*
- *After court, direct bailiff to collect attorneys' case files and the judges' case file and escort the defendant and family back to the basement office.*
- *Ensure the clerk or bailiff distributes the court volunteer surveys.*
- *Prompt judges to provide feedback to attorneys, clerk and bailiff, then add any needed comments. Provide feedback to judges outside the presence of other volunteers.*
- *Ensure courtroom is left the way it was found. (E.g., all chairs returned to where they were; no documents, files or other things left in the courtroom.)*
- *Inform court bailiff outside the courtroom when done with the courtroom for the evening so they may lock up.*
- *Return to the main office with youth volunteers.*
- *Wait until all youth members are picked up before locking up and leaving.*

### **Administration**

- Staff office as needed.
- Answer phones, check voice mail and maintain general email account.
- Receive and review mail and direct as appropriate.
- Record donations in database.
- Deposit checks. Prepare bill payments and other outgoing mail.
- With assistance from the Volunteer Coordinator, coordinate training, casework and courtrooms, and provide appropriate quarterly reports.
- Oversee proper use of internal defendant and volunteer data.
- Provide monthly case pace data to the Executive Director.
- Assist Executive Director and other staff as needed.

### **Student Bar Association**

- Provide a positive image of the organization in the community, increasing public understanding and positive perception.
- Participate with student members in community and school presentations, as needed.
- Communicate effectively and regularly with students, parents and others to strengthen established relationships and secure new relationships to ensure involvement & long-term commitment.
- Supervise and advise youth participants of AYC Bar Association.

- Receive nominations for the AYC Bar Association and Board of Directors elected positions, assist in preparation and distribution of ballots, and publish election results.
- Assist with AYC Bar Association meetings and AYC Bar Association Executive Board meetings.
- Attend meetings of the Board of Directors when requested by the Board.

#### **Work ethic**

- Finish assignments completely, accurately and promptly.
- Work independently, meeting deadlines.
- Exercise good judgment based on appropriate information.
- Arrive to work on time and maintain regular attendance.
- Work cooperatively with staff, members and others.
- Utilize personal development opportunities.

#### **Other duties as assigned.**

*The Anchorage Youth Court does not discriminate against any person on the basis of race, religion, color or national origin, ancestry, age, physical or mental disability, sex, sexual orientation, sexual identification, marital status, change in marital status, pregnancy, parenthood or based on any other legally protected characteristic.*

**If interested, please contact Alysyn Thibault, Anchorage Youth Court Executive Director**

- **Include a cover letter, resume, and references**
  - **907-274-5986**
  - **[athibault@anchorageyouthcourt.org](mailto:athibault@anchorageyouthcourt.org)**