

ANCHORAGE YOUTH COURT LEGAL ADVISOR JOB DESCRIPTION

Location: Anchorage Youth Court (AYC) Office, 838 W. 4th Avenue

Salary and hours: Part Time - 15–20 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

- 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.

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.
- 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.
- Attend sentencing hearings or arrange for volunteer legal advisor to attend.

When court is held virtually:

- *During deliberation, confer with the judges via a telephone conference call.*

When court is held in person:

- *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.*
- *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.*

Administration

- Answer phones, check voice mail and maintain general email account.
- Receive and review mail and direct as appropriate.
- Oversee proper use of internal defendant and volunteer data.
- 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.
- 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**