



JOB ANNOUNCEMENT

ASSISTANT ATTORNEY II

Range 24: \$92,196.00 - \$98,397.00 Annually (DOQ)

ASSISTANT ATTORNEY III

Range 25: \$98,397.00 - \$105,046.50 Annually (DOQ)

PARTIALLY EXEMPT FULL-TIME POSITION

37.5 hours per week

The City and Borough of Juneau's Law Department is seeking an innovative, enthusiastic, and highly motivated individual to join our team!

This is a benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, leave, and retirement credit through PERS (Public Employees' Retirement System).

RESPONSIBILITIES

The Assistant Attorney performs advanced legal work of a difficult nature in a full range of civil legal services.

Typical responsibilities include the following:

- Provides legal advice and guidance, which may include formal written legal opinions, to the City Manager, department heads and staff, and appointed boards and commissions. Interprets codes, rules, regulations, statutes, and case law.
- Represents the CBJ in civil litigation in various forums. Defends appeals made to the Assembly.
- Negotiates, drafts, and finalizes legal instruments including: resolutions, contracts, deeds, easements, leases, etc.
- Attends meetings at the request of the Municipal Attorney.
- In the absence of the Municipal Attorney, may supervise and direct the work of assistant attorneys and support staff. May represent the Municipal Attorney at Assembly or board or commission meetings.
- Provides back-up coverage for the criminal section.
- Performs other related work as required.

DESIRED QUALIFICATIONS – ASSISTANT ATTORNEY II

Experience: Four (4) years of professional level legal experience as a civil attorney. Civil litigation experience highly desired.

DESIRED QUALIFICATIONS – ASSISTANT ATTORNEY III

Experience: Five (5) years of professional level legal experience as a civil attorney. Civil litigation experience highly desired.

REQUIRED QUALIFICATIONS

Education: Juris Doctorate from accredited law school required.

Other: Must be licensed to practice law in the State of Alaska and be a member in good standing of the Alaska Bar.

Applicants may be eligible for admission without examination in Alaska (commonly called reciprocity). The applicant must have taken and passed a written bar exam in a reciprocal state, territory, or D.C. and have engaged in the active practice of law in one or more states, territories, or D.C. for five of the seven years immediately preceding the date of application. The applicant must also have passed the MPRE and meet other admission requirements (See: Alaska Bar Rule Rule 2, Sec. 2); **OR**

Applicants may be eligible by the Uniform Bar Exam (UBE) score transfer through the Alaska Bar Association. An applicant for admission may transfer a UBE score if the applicant has met all requirements. (See: Alaska Bar Rule 2, Sec. 1 and Sec. 4, and Rule 5),

CONTINUED ON BACKSIDE

Note: The selected candidate must have unquestioned ethics and personal integrity. All information provided by the candidate will be verified. Candidates who materially misrepresent any information provided in the employment process will be excluded from consideration or dismissed if already employed.

SPECIAL NOTE: *The Assistant Attorney position is within the partially exempt service and serves at the pleasure of the Municipal Attorney. Applications and resumes received are subject to public disclosure. This position may be classified at either level. The level at which the selected applicant is appointed will be based on the applicant's qualifications.*

NOTE: This is a benefited position. For more details about benefits, please visit the following web link: <https://beta.juneau.org/human-resources/benefits>

CLOSING DATE

A completed CBJ application form (Number P001), **a cover letter addressed to the Municipal Attorney, and a brief writing sample (5 pages or less)** must be received by the Human Resources & Risk Management Department. **This job announcement will remain open until filled.**

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
<https://beta.juneau.org/human-resources>

OR

Visit our website below for instructions on how to submit applications via email:

<https://beta.juneau.org/human-resources/employment-opportunities>

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR

Fax completed application to:

(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER