



# TRUSTEES FOR ALASKA

PROTECT | DEFEND | REPRESENT

**Position Title:** Senior Staff Attorney  
**Supervisor:** Legal Director  
**Position Status:** Full-time, Exempt

## **General description of position:**

Senior staff attorneys at Trustees for Alaska are responsible for representing our clients in a wide variety of forums: in court, in front of agencies, in the Alaska Legislature and the U.S. Congress, in the media, and generally in the public eye. Senior staff attorneys are given additional responsibilities beyond staff attorneys, including mentoring and overseeing staff attorneys, legal fellows, interns, externs, and legal assistants. Senior staff attorneys utilize their institutional knowledge and administrative and environmental law experience to aid staff attorneys in case management and with coalitions and campaigns. They are also responsible for carrying out their work in accordance with all applicable laws and regulations and the highest standards of professional practice. Senior staff attorneys also assist the Legal Director with her or his responsibilities, as needed.

This position requires a commitment to social equity, racial justice, and to understanding how these issues play out in communities impacted by pollution, industrialization, and the climate crisis.

## **Knowledge, Skills, and Abilities Required:**

- Excellent legal writing and analytical skills;
- Excellent communication skills interacting with judges, clients, colleagues, members of the press, and the general public;
- Critical and creative thinking, and problem-solving skills;
- Ability to serve as lead attorney and manage an active and diverse judicial, legislative, and administrative docket;
- Ability to lead legal and/or administrative components of campaigns and coalitions as legal and strategic advisor;
- Ability to mentor, supervise, and oversee staff attorneys, legal fellows, interns, externs, and legal assistants, and serve as acting Legal Director as needed;
- High degree of professional integrity;
- Courtesy and diplomacy in dealing with colleagues, clients, opposing counsel, and government agencies;
- Strong interpersonal skills and the ability to foster, work within, and support a collaborative, team-based environment;
- Effective time management and supervisory skills; and
- Humility and strong understanding of the importance of resiliency.

## **Education and Experience Desired:**

- Law Degree from Accredited Law School;
- Seven years of experience in law practice, with preferably five years of that in public interest or environmental law;

- Demonstrated experience as lead attorney, exhibiting strong foundational skills in case development and management, client management, and communications;
- Demonstrated experience leading legal/administrative component of campaigns and coalitions, providing both substantive legal support and overarching strategic advice; and
- Membership and good standing of a state bar, and a willingness to gain membership into the Alaska Bar, and to be admitted to practice in front of the Federal District Court of Alaska, the Ninth Circuit Court of Appeals, and the U.S. Supreme Court, as necessary.

### **Working Conditions:**

- 40-hour work week, using a flexible work-from-home and in-office hybrid model, and with additional night and weekend hours, occasionally necessary;
- Dog- and child-friendly office;
- Collegial and supportive work environment; and
- Occasional travel, including infrequent travel to remote areas.

### **Primary Tasks and Areas of Responsibility:**

- Legal representation of Trustees' clients in judicial, administrative, and legislative matters;
- Managing a dynamic and diverse case load, as lead attorney, and/or supervising and mentoring staff attorneys in lead attorney role;
- Keeping Legal Director informed on case and client developments;
- Working with Legal Director to develop legal strategies and to seek approval for selected cases;
- Supervising, mentoring, and overseeing staff attorneys, legal fellows, interns, externs and legal assistant, as delegated by the Legal Director;
- Assisting Legal Director as needed, including serving as acting Legal Director in Legal Director's absence;
- Representing Trustees for Alaska and client groups in public forums and with the press;
- Contributing to Trustees for Alaska administrative tasks, fundraising efforts, and communications work, as needed;
- Participating in board meetings;
- Participating in strategic planning and legal work planning; and
- Assisting Legal Director in review and identification of needs for program budget.

### **Results and Outputs Expected:**

- Excellent legal writing and research, including briefs, motions, legislation, regulations, agency comments, and white papers;
- Effective and timely communication with clients, allies, opposing counsel, and agencies;
- Diligent timekeeping practices with accurate and detailed recording of all potentially fee-recoverable work and cost tracking;
- Compelling oral advocacy and public speaking;
- Proactive and forward-looking work planning;

- Regular communication with colleagues about key issues;
- Ability to work independently, effectively strategize and prioritize tasks, and flexibility to adjust when circumstances require;
- Mentorship of legal staff; and
- Contribute to a collaborative and supportive culture, where individuals feel valued and part of a team across the organization.

**Behaviors Expected for Success:**

- Treat others with dignity and respect;
- Be timely and professional in all interactions;
- Demonstrate initiative and accountability;
- Provide mentorship;
- Communicate unmet needs for achieving work goals;
- Provide robust and timely feedback to colleagues;
- Protect confidences of clients and Trustees; and
- Flexibility and a commitment to resiliency.

**Decision-Making Authority**

**Independent (no need for approval from Legal Director)**

- Day-to-day contact with clients, agencies, and opposing counsel;
- Supervision of legal support staff, fellows and interns;
- Docket management (asking for/agreeing to extensions, pretrial orders, filing deadlines);
- Drafting of and research for pleadings, briefs and other work product;
- Determining the adequacy of significant pleadings and briefs for filing, when the Legal Director is unavailable for review;
- Spending for budgeted expenses up to \$750.

**Dependent (require approval by Legal Director and/or Executive Director)**

- Taking on a new matter or new issue;
- Collaborative discussions with Legal Director and colleagues for adopting new legal strategies or significantly departing from established legal strategies;
- Collaborative and iterative process with Legal Director to finalize substantive work product prior to filing; and
- Spending for budgeted expenses over \$750.

**Input Only (involvement in decision is limited to providing input or recommendations)**

- Hiring;
- Budgeting;
- Approving expenditures over \$750; and
- Initiating litigation or notice of intent to bring litigation.

**Disclaimer:**

This job description is meant as a general guide to the position and may not be inclusive of all responsibilities, expectations, and conditions that arise during employment. Senior Staff Attorneys are also responsible for other duties as assigned.