



# TRUSTEES FOR ALASKA

PROTECT | DEFEND | REPRESENT

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

## **General description of position:**

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. Staff attorneys are given a significant amount of responsibility for developing case strategy and making decisions for their dockets, and are expected to exercise a high level of initiative. They are also responsible for carrying out their work in accordance with all applicable laws and regulations and the highest standards of professional practice. Staff attorneys work alongside our clients in their campaigns: from drafting agency comments to litigating to weighing in on important strategy decisions. Staff attorneys also supervise legal fellows (2-year attorney positions) on individual projects, contributing to the fellows' legal training experience.

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, research, and analytical skills;
- Excellent oral and written 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 manage an active and diverse judicial, legislative, and administrative docket;
- 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 understanding of the importance of resiliency.

## **Education and Experience Desired:**

- Law Degree from Accredited Law School;
- Membership and good standing in Alaska Bar, 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; and

- Preferably, past experience as a law clerk, working with other environmental organizations, administrative government organizations, and/or undertaking environmental litigation.

**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:**

- Researching and writing, oral advocacy and counseling for and on behalf of Trustees' clients in judicial, administrative, and legislative matters;
- Managing a dynamic and diverse case load;
- Keeping Legal Director informed on case and client developments;
- Working with Legal Director to develop legal strategies and to seek approval for selected cases;
- Representing Trustees for Alaska and client groups in public forums and with the press;
- Delegating and supervising tasks to legal support staff and legal fellows;
- Contributing to administrative tasks and communications work, as needed;
- Participating in board meetings;
- Supporting fundraising efforts of the organization;
- Participate in strategic planning and legal work planning; and
- Assist 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; 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 by Legal Director)**

- Day-to-day contact with clients, agencies, and opposing counsel;
- Supervision of legal support staff and fellow work on case-specific projects;
- Docket management (asking for/agreeing to extensions, pretrial orders, filing deadlines); and
- Drafting of and research for pleadings, briefs and other work product.

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

- Taking on a new matter or new issue;
- Adopting new legal strategies or significantly departing from established legal strategies;
- Determining the adequacy of significant pleadings and briefs for filing;
- Expenditures for case-related costs; and
- Communication of all written attorney work product (beyond informal emails).

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

- Hiring;
- Budgeting;
- Approving expenditures; 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. Staff Attorneys are also responsible for other duties as assigned.