



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

PART-TIME STAFF ATTORNEY

Announcement Number	USDC 26-06
Announcement date	September 9, 2026
Terms of Employment	Part-Time, 20 hours/week
Closing Date	September 23, 2026
Salary Range	CL 29/\$48,134.50 to \$78,233.50 (salary commensurate with experience plus 1.49% COLA)
Location	Anchorage, Alaska

POSITION OVERVIEW - The Staff Attorney provides the clerk's office and the court with substantive procedural and legal advice regarding day-to-day legal, administrative, and policy matters. The incumbent independently conducts legal research, provides analysis and prepares reports, drafts court procedures and policy documents, reviews and updates court rules, and is a liaison between the Clerk's Office and Chambers and the public. The Staff Attorney provides appropriate guidance to staff in administrative and operational areas of the Court, as required.

REPRESENTATIVE DUTIES

- Conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day clerk's office and/or court activities or assigned projects.
- Conduct research on specific legal questions and report on the results of such research.
- Analyze and interpret federal statutes and regulations, office policies and procedures, and court rules and orders affecting the operation and work of the clerk's office and the court.
- Assist in drafting and disseminating Miscellaneous General Orders by the chief judge.
- Provide staff support for court and bar committees.
- Prepare reports in areas including, but not limited to, magistrate judge utilization, pro se litigation, the local jury plan, and the court's internal controls and local rules.
- Review statistical data and act as a resource on data collection and accurate coding of case related information. Prepare the Annual Report for the District.
- Review and draft changes to local rules, policies and procedures, forms and guidelines. Meet with stakeholders prior to implementing changes, communicate and disseminate new information, processes, and/or updates.
- Develop and facilitate presentations and training for judges or staff regarding special projects or topics, including New Law Clerk and New Attorney Orientations and Legal Advice vs. Legal Information Training for Clerk's Office staff.
- Provide regular review of internal and external websites for accurate and updated links to rules, forms, procedures, handbooks, etc.

- Provide coordination for the Pro Bono Program. Coordinate recruitment, onboarding, and retention of pro bono attorneys and volunteers; assist in developing policies and procedures, and best practices for pro bono case management and volunteer engagement; create and maintain program materials and forms; organize training and CLE programs for volunteer attorneys and legal staff; oversee and develop volunteer recognition.
- Facilitate the commencement of the Magistrate Judge reappointment panel, arrange necessary logistics for panel, prepare and publish notices, coordinate meetings, submit necessary information to the Administrative Office.
- Point of Contact for PACER Exemption Requests and facilitate the approval or denial process.
- Engage in Civics & Community Outreach. Assist with Civics events including 9th Circuit Civics Contest. Develop an internship program. Communicate events to and from the Federal Bar Association, Alaska Bar Association, and other organizations. Arrange for participation in identified local events. Organize CLE events as appropriate.
- Monitor and evaluate existing and proposed legislation, laws, rules and other regulations to determine impact on court procedures or to suggest changes to improve clerk's office or court policies or procedures. Monitor, review, and report on policies and procedures of the circuit court.
- Draft responses to inquiries from attorneys and the public regarding procedures or information requests for non-legal advice about the court's processes, or inquiries on procedural matters relating to the filing of pleadings, including pleadings of either a usual or unusual nature or form.
- Prepare responses to requests for assistance from the Administrative Office of the U.S. Courts, other clerk's offices, or as directed regarding proposed amendments to policies, codes, rules, and official forms. Respond to surveys and requests for information relating to court procedures and provide editorial review of manuals and other information upon request.

MINIMUM QUALIFICATIONS

The successful applicant must be a graduate from an accredited law school and eligible for admission to the federal bar and the bar of the State of Alaska. The applicant will have at least four years of experience with the federal judiciary.

For current federal employees, salary placement will be determined by highest previous grade, step and experience.

EXEMPLARY WORKPLACE

The U.S. District Court Clerk's Office for the District of Alaska is committed to promoting and maintaining an exemplary workplace where all people are treated with fairness, dignity, respect, civility, and tolerance.

DESIRABLE CHARACTERISTICS

This position requires a professional, cooperative, and friendly demeanor. Strong administrative, organizational, analytical, and communication skills. The applicant will have solid computer skills, preferably with Word, Windows, and Office 365.

- Excellent customer service skills and the ability to deal with a wide variety of people tactfully and courteously.
- Accuracy and attention to detail.
- Strong organizational skills and the ability to handle multiple assignments with frequent interruptions.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and the desire to work in a team environment.
- Ability to maintain confidentiality and use sound judgment.
- Professional demeanor and strong work ethic.

BENEFITS

The U.S. District Court falls within the Judicial Branch of the U.S. Government. The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/careers/benefits>.

HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE format:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A current resume;
- 3) A list of three professional references who can be contacted; and
- 4) [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

*This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed. **The United States District Court is an Equal Opportunity Employer***