

Executive Director

Alaska Commission on Judicial Conduct Anchorage, Alaska

The Alaska Commission on Judicial Conduct (ACJC), a constitutionally mandated body, oversees the conduct of justices and judges of the Alaska state courts. The Commission does not handle complaints against magistrates, special masters, attorneys, or federal judicial officers.

Mission

The mission of the ACJC is to investigate complaints of judicial misconduct and claims of judicial disability in order to ensure the integrity, independence, competence, and impartiality of the judiciary, while promoting public confidence in the judicial system. Following consideration of evidence gathered through investigation, the Commission may impose private sanctions or proceed to probable cause hearings, which could result in a recommendation of discipline to the Alaska Supreme Court, which holds final authority on the matter.

Staff Overview

The Commission's staff consists of an executive director and an administrative assistant. As needed, the Commission hires special counsel when a formal charge is issued or when the Commission determines that the appointment is necessary to preserve its adjudicative independence. Through enabling legislation, Alaska Statute 22.30.011, staff supports the Commission mission by responding to public inquiries, investigating all written complaints that raise issues under the enabling legislation, providing detailed investigative reports, and issuing a publicly available annual report. The Commission meets quarterly and strives for a 90-day time standard for completing initial investigations of new complaints.

Position Summary

The ACJC seeks an executive director with excellent communication, analysis, and writing skills to assist it with investigating complaints of ethical misconduct and claims of judicial disability in a manner that will ensure an independent, fair, and competent judiciary while maintaining public confidence in the courts.

This role involves handling complex situations and sensitive oral and written communications; drafting, editing, and analyzing reports and other documents; and preparing and managing budgets, contracts, licenses, and building rentals. The executive director acts under the guidance and direction of the Commission, reports directly to the Commission, and serves at the will of the Commission.

Duties and Responsibilities

The executive director's duties and responsibilities, as outlined in the Commission's Rules of Procedure and enabling statutes, include, but are not limited to:

- Considering information on judicial misconduct from all sources, receiving allegations and complaints, making preliminary evaluations, screening and investigating complaints, and recommending appropriate actions to the Commission.
- Attending all Commission meetings and hearings (except deliberations) and preparing or overseeing the preparation of all post-meeting communications, documentation, charging documents, orders, and other correspondence and filings on behalf of the Commission.
- Overseeing and participating in the organization, indexing, maintenance, and preservation of all Commission records, including complaints, files, written dispositions, staff notes, transcripts, and correspondence, in compliance with confidentiality requirements (AS 22.30.060).
- Maintaining statistics on Commission operations and making them available to the Commission, the court, and the public, including the preparation of the ACJC's publicly available annual report.
- Participating in programs to increase awareness of the Commission's purpose and functions, and educating the legal community, judiciary, and public on judicial conduct and ethics, including speaking on judicial ethics at judicial conferences, ethics seminars, and other functions.
- Responding to requests for private advisory counseling from judges and other court participants regarding their actions, and counseling judges on compliance with the Code of Judicial Conduct.
- Drafting formal advisory ethics opinions for the Commission.
- Overseeing the administrative functions of the ACJC: preparing the Commission's budget for approval; administering funds; managing appropriations, contracts, and financial arrangements; supervising Commission staff.

Salary and Benefits

Salary is commensurate with experience and qualifications, with a competitive range of \$141,921.00 to \$168,168 annually plus benefits. As a state employee, the Executive Director is eligible for comprehensive benefits, including health insurance, retirement plans (through the Alaska Public Employees' Retirement System), paid leave, and other standard state benefits.

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Required Qualifications

- Admission to the Alaska State Bar with a minimum of 5 years of legal experience required at the time of hire.
- Comprehensive knowledge of the provisions of the Code of Judicial Conduct and its application to Alaska's culture and environment.
- Strong legal research, writing, and communication skills.
- Excellent written and oral communication skills, with the ability to clearly explain legal and ethical concepts to a variety of stakeholders, including judges, attorneys, public officials, and the public.
- A high level of trustworthiness, discretion, and sound judgment.
- Exceptional analytical skills to assess complaints, legal issues, and evidence in a thorough and impartial manner.
- Technological proficiency in Microsoft Word, Excel, PowerPoint, and database management tools expected.

It is expected that the successful applicant resides in the Greater Anchorage or Matanuska-Susitna area. Supervisory experience is desirable.

Application Requirements

To apply, submit the following:

- Resume (listing all employers for the past ten years)
- Cover letter
- Three writing samples
- Five professional references (including at least one from a previous employer)