

## **Executive Director Alaska Commission on Judicial Conduct**

Employer: State of Alaska, Commission on Judicial Conduct (a Judicial Branch State Agency)

Start Date: June 1, 2026

The Alaska Commission on Judicial Conduct (ACJC), a constitutionally created and mandated body, oversees the conduct of justices and judges of the Alaska state courts. 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.

### **Duties of the Executive Director position include:**

- Evaluate and screen complaints of judicial misconduct; conduct and supervise investigations of misconduct and disability; make recommendations to the Commission.
- Prepare and administer the Commission's budget.
- Employ and supervise Commission staff, including any outside special counsel.
- Provide informal ethics advice to judicial officers and, upon direction from the Commission, draft formal advisory ethics opinions.
- Prepare a publicly available annual report of Commission activities; maintain statistics on Commission operations and make them available to the Commission, the court, and the public.
- Participate in programs to increase awareness of the Commission's purpose and functions and to educate the legal community, judiciary, and public on judicial conduct and ethics, including speaking on judicial ethics at judicial conferences, ethics seminars, and other functions and correspond with complainants, the public, public officials, and others.
- Assisting with the interpretation of statutes and case law, and researching and preparing legal memoranda and opinions for the Commission.

### **Salary and Benefits:**

Salary is commensurate with experience and qualifications, with a competitive range of \$141,921 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.

**Minimum Requirements:**

Must be a member in good standing of the Alaska Bar Association and have a minimum of 5 years of legal experience.

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

**Skills Required:**

Advanced research and writing skills, and the ability to teach at various levels. Excellent communication skills that reflect the ability to deal with high conflict situations and personalities, and the ability to clearly explain legal and ethical concepts to a variety of stakeholders, including judges, attorneys, public officials, and the public. Strong organizational skills as the position is largely self-directed and works with a very small staff. Technologically proficient (Microsoft Word, Excel, PowerPoint, etc.).

**Application Requirements:**

- Resume (listing all employers for the past ten years)
- Cover letter
- 3 Writing samples
- 5 Professional references (including at least one former employer)

Applications should be submitted to the Commission's chair, Judge Amy Mead, care of [chair@acjc.state.ak.us](mailto:chair@acjc.state.ak.us).

A more detailed position description is available on the Commission's website: <http://acjc.alaska.gov>.