

Anchorage: Deputy Assembly Counsel - Municipality of Anchorage, Assembly

Want to make a difference in your community and play a critical role in the functioning of local government? This position is part of a high-performing team in a fast-paced and very supportive working environment. It's an exciting and rewarding time to work with the Anchorage Assembly and we can promise that it won't be dull!

Under general direction of the Assembly Counsel, this position assists the Assembly Counsel to provide legal services to the Anchorage Municipal Assembly in its execution of legislative and administrative functions in accordance with all applicable laws, ordinances, rules and regulations. This position serves as a secondary principal legal advisor to the Assembly, assists the Assembly Counsel in this role. Prepares ordinances, resolutions and related memoranda. Attends Assembly meetings and committee meetings as directed. Advises the Assembly on legal matters. Drafts written legal opinions under guidance of the Assembly Counsel. Advises Municipal Clerk on elections and administrative functions. Advises the Board of Adjustment and Commission on Salaries and Emoluments as required. Represent the Municipal Clerk, Assembly, and Assembly members in litigation when needed. Perform other related duties as assigned.

Minimum Qualifications: Juris Doctor (JD) degree and three (3) years of professional legal work experience in the area of municipal or administrative law in the State of Alaska or the equivalent elsewhere. Membership in good standing with the Alaska Bar Association.

A preference for knowledge of: The Anchorage Municipal Code, Charter and applicable federal, state and municipal laws, rules and regulations; principles, practices and procedures of case preparation and presentation; judicial procedures; municipal department organization; parliamentary law and procedure, application of public policy

Salary: \$65,000.00 - \$97,000.00 Annually

Benefits: Municipality of Anchorage benefits (medical/dental/ vision/audio, State of Alaska Public Employee Retirement System (PERS) Program, and more)

To apply: <https://www.governmentjobs.com/careers/moa/jobs/3311503/deputy-assembly-counsel-special-assistant-range-20-exe>. Open until filled.