



Alaska Department of Administration

Office of Administrative Hearings

The Office of Administrative Hearings is recruiting for a full-time Paralegal I located in Anchorage

This position provides paralegal support to a busy office that hears cases for several state agencies. The incumbent will provide support to the Administrative Law Judges located in Anchorage and Juneau, who conduct hearings and other proceedings. The incumbent will also assist with hearing-process-related ancillary functions such as monitoring agencies' hearing processes, and overseeing online publication of decisions from administrative adjudications.

The successful candidate to join our team will be somebody who is meticulous, efficient, well organized, and demonstrates the ability to interact respectfully with people from all walks of life. Proficiency with word processing software is essential, as is familiarity with case management software. Familiarity with ProLaw software is preferred.

Duties of this position include tasks such as:

- Managing legal case files;
- Assisting with preparation of hearing-related documents;
- Reviewing and redacting confidential information from decisions;
- Maintaining public-facing online access to administrative decisions;
- Assisting the public with questions regarding their cases;
- Conducting research, including distilling facts from exhibits and audio recordings;
- Preparing appellate records for administrative decisions being appealed to Superior Court; and
- Assisting with data collection and reporting for statewide administrative hearing functions.

The Office of Administrative Hearings is centrally located in downtown Anchorage in the Robert B. Atwood Building. Located on the 19th floor, the office space enjoys a great view of Cook Inlet. Garage parking is provided at no charge. For benefit information, click the benefit tabs in this posting.

A cover letter is required. In it, you should address: paralegal training or comparable experience; experience with ProLaw or other electronic case management systems; experience and proficiency using Microsoft Office, including Word, Excel, and Outlook; a description of any experience you have had in a law office or tribunal setting; and your experience using Adobe Acrobat software to convert documents to keyword searchable PFD documents.

If you are interested in the legal field and feel you have the skills we are looking for, please apply. You can read more about the Office of Administrative Hearings at our website -

<http://doa.alaska.gov/oah/>