

# HOW TO APPLY

Send a resume, cover letter, writing sample, law school transcript, and three references to:

**Applications for the Civil  
Division should be sent to:**

**Cynthia Drinkwater**  
Assistant Attorney General  
Alaska Department of Law  
1031 W. 4th Avenue Suite 200  
Anchorage, AK 99501

**Applications for the Criminal  
Division should be sent to:**

**Sue McLean**  
Director, Criminal Division  
Alaska Department of Law  
303 K Street #403  
Anchorage, AK 99501

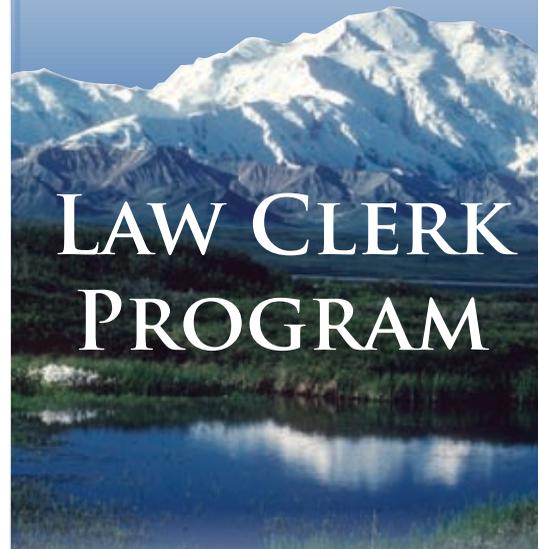
Please indicate in your cover letter which Division(s) / Section(s) you are interested in, as well as your geographic preference or requirements.

Women and minority applications are encouraged. The Alaska Department of Law is an equal opportunity employer and complies with Title I of the Americans with Disabilities Act. Applicants who need accommodation to apply may call Relay Alaska at 1-800-770-8973, or the Department of Law. For civil division positions, call Melanie Ferguson (907) 269-5102. For criminal division positions, call Susie Frenzel (907) 465-3569.

Applicants are encouraged to solicit information about the Department of Law from any of its employees. However, the state will not be bound by any offer of employment or any commitment as to terms and conditions of employment or as to the application of departmental policies, if not made in writing by the Attorney General. Final hiring decisions are made by the Attorney General.



State of Alaska  
Department of Law



# LAW CLERK PROGRAM

Daniel S. Sullivan  
Attorney General

# LAW CLERK IN THE LAST FRONTIER

The Alaska Department of Law, under direction of Attorney General Daniel S. Sullivan, is the largest law firm in the state. The Alaska Department of Law has law clerk positions available throughout the year for second and third year students enrolled in accredited law schools.

The program includes round-trip airfare, but offers no stipend or salary. We ask students to commit to a clerkship of at least ten weeks. Check with your law school to see if financial aid is available to students who clerk for public agencies such as the Department of Law.



See mountains and breathtaking scenery throughout the state.



Fishing, hiking, snowboarding, cycling and skiing are all part of Alaska's nature-loving lifestyle.

Dillingham, Kenai, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, and Sitka.

Second and third-year students who have completed at least one-half of the course work required for a law degree are eligible for a "legal intern permit" under Alaska Bar Rule 44, allowing you to appear in court. You may also have the opportunity to travel to a court in an outlying area.

During the clerkship, you will receive critiques of both your written and courtroom work from attorneys who have supervised and observed you.

As a law clerk, you may do legal research, writing, and courtroom work in the trial court, and possibly in the appellate courts, under the direction of experienced trial and appellate lawyers. Our priority is to assign clerks to Anchorage, Fairbanks, and Juneau, but other possible locations include Barrow, Bethel,



2009 Interns with Attorney General Daniel S. Sullivan

Learn more about the State of Alaska Department of Law at  
[www.law.alaska.gov](http://www.law.alaska.gov)



# CIVIL DIVISION

Craig J. Tillery, Deputy Attorney General

**The Civil Division of the Department of Law provides legal counsel to the executive, legislative, and judicial branches. It defends and prosecutes civil litigation to which the state is a party. The Civil Division has 160 attorneys in 13 statewide sections described below.**

**Child Protection.** Advises the Department of Health and Social Services and the Office of Children's Services. Provides legal advice and representation in child protection cases.

**Collections and Support.** Collects victim restitution and unsecured debts owed to the state from criminal judgments, fines, attorneys fees, and penalties. Serves as counsel to the state's Child Support Services Division in cases involving paternity and child support actions.

**Commercial and Fair Business.** Advises and represents the Departments of Labor, Revenue, Education, and Community and Economic Development. Provides legal services on financial, real estate, commercial matters, and regulatory matters, including the Permanent Fund dividend, Alaska Housing Finance Corporation, and the

Regulatory Commission of Alaska. Protects the public through work with professional licensing, banking, securities, and corporations. Enforces consumer protection and antitrust laws.

**Environmental Law.** Advises and represents the Department of Environmental Conservation. Investigates, defends, and prosecutes claims regarding contaminated sites. Provides legal advice on environmental matters, including reimbursement of oil spill-related costs and expenditure of restoration funds.

**Human Services.** Advises and represents the Department of Health and Social Services on matters involving adult protection, mental health commitment, public assistance, Medicaid services, foster and childcare licensing, and public health.

**Labor and State Affairs.** Provides legal advice and represents state agencies on matters involving labor relations, elections, governmental management, civil rights, retirement programs, procurement, homeland security, and Medicaid rate disputes.

**Legislation and Regulations.** Provides legal advice and review for constitutional and statutory requirements in the preparation of state legislation and regulations, both civil and criminal. The Legislative Liaison oversees all departmental interaction with the legislature.

**Natural Resources.** Advises and represents the Department of Natural Resources, Department of Fish and Game, Boards of Fisheries and Game, and Commercial Fisheries Entry Commission. Defends against legal challenges to state natural resource policies and pursues legal actions against those who illegally use, damage, or destroy state lands, waters, or renewable natural resources.

**Oil, Gas and Mining.** Provides legal advice to and represents state agencies in litigation concerning development of state oil, gas, and mineral resources. Protects Alaskans' interests by ensuring the state receives proper royalty and tax revenues. Defends challenges to state oil and gas lease sale programs. Advises the Governor on antitrust matters involving oil and gas companies. Monitors and protests tariffs charged for transportation of oil and gas.

**Opinions, Appeals, and Ethics.** Oversees all Civil Division appellate work and is responsible for oversight of all Attorney General opinions. It is also responsible for interpretation and enforcement of the Executive Branch Ethics Act (AS 39.52) and coordinates the department's work on Indian Law issues.

**Regulatory Affairs and Public Advocacy.** Represents the public interest in utility and pipeline carrier proceedings regarding rates and services before the Regulatory Commission of Alaska and provides policy analysis on related matters.

**Torts and Workers' Compensation.** Provides legal defense in tort and workers' compensation cases filed against the state, its agencies, and employees. Serves as legal counsel to the Division of Risk Management.

**Transportation.** Represents and advises the Department of Transportation and Public Facilities and other state agencies regarding construction, buildings, highways, ferries, airports, harbors, communications facilities, and other public works.



# CRIMINAL DIVISION

Rick Svobodny, Deputy Attorney General

**The legal system in Alaska is highly unified. Alaska has no county courts or county prosecutors. All prosecutions under state criminal law are handled by prosecutors in the Department of Law. The Criminal Division has 117 attorneys with 13 district attorney offices located across Alaska.**

**Central Office.** This unit is responsible for policy development and the administration of

the Criminal Division offices. It provides civil representation and advice to state criminal justice agencies including the Alaska State Troopers, the state prison system, and the parole board. The Central Office also assists in drafting legislation, regulations, policies, and procedures.

**District Attorney Offices.** Thirteen District Attorney offices are located throughout the state. The District Attorney offices are

responsible for prosecuting all adult felonies and most misdemeanors in the state. They also handle all juvenile delinquency prosecutions. The geographical vastness of Alaska requires that prosecutors travel to remote locations. Victim-Witness Paralegals in each office provide litigation support, as well as fulfilling the state's responsibilities regarding victim's rights.

**Office of Special Prosecutions and Appeals.** The Office of Special Prosecutions and Appeals is divided into two units. The appellate unit represents the state in all criminal appellate proceedings and challenges to state statutes. The special prosecutions unit focuses on environmental crime, child support enforcement, welfare fraud, bootlegging, Medicaid fraud, and cold cases.