



Job Description

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| PCN (s) | 08-0228 |
| JOB TITLE | ASSOCIATE COUNSEL |
| LOCATION | ANCHORAGE |
| RANGE | 25 |
| REPORTS TO | AIDEA GENERAL COUNSEL (PCN 08-X192) |
| FLSA EXEMPT | YES |
| REVIEWED BY (NAME AND DATE) | KAREN TURNER JANUARY 2024 |
| APPROVED BY (NAME AND DATE) | RANDY RUARO JANUARY 2024 |
| EFFECTIVE DATE | FEBRUARY 6, 2024 |

POSITION PURPOSE:

Under the guidance, supervision and direction of AIDEA’s General Counsel Associate Counsel for AIDEA will work with and report to AIDEA’s General Counsel in providing legal advice and support to the AIDEA Executive Director, as well as the Board of Directors, on a wide array of regulatory, compliance, and business matters. This position oversees and manages the provision of legal services related to the operating activities of AIDEA, corporate governance, and Alaska.

ESSENTIAL FUNCTIONS:

- Drafting, reviewing, interpreting, and advising on the negotiation of contracts and other legal documents, including agreements related to AIDEA assets, investments and commercial and client/vendor agreements; and providing analysis and advice on potential risks related to such agreements.
- Coordinating with the Alaska Department of Law in the preparation of draft legislation and regulations; reviewing and providing advice to the Executive Director, Board Members and staff on active or proposed legislation impacting AIDEA; providing testimony before the Legislature on matters relating to AIDEA; and participating in briefings, committee hearings, and special presentations to the Legislature as needed.
- Managing and coordinating AIDEA’s procurement and engagements with external counsel, including evaluating when outside counsel is appropriate.
- Providing advice and ensuring compliance with various Alaska laws, regulations, and statutes relating to AIDEA; providing regular legal counsel to support the daily business operations of AIDEA and its Board Members; and staying current on changes to applicable legislation, statutes, and regulations to ensure compliance by AIDEA.
- Ensuring corporate governance compliance for AIDEA; and executing and maintaining official corporate filings, documents, reports, and records as required.
- Preparing and reviewing resolutions for AIDEA Board action regarding governance, investments, administrative, ethics, and disclosure policies.
- Providing counsel regarding litigation and/or coordinates responses to claims from external parties.

- Ensuring that the Alaska Department of Law is apprised of legal matters of a non-routine nature; meeting all applicable Department standards and requirements; and collaborates with the Department or assigned designee through regular meetings and communication.
- Coordinating and managing AIDEA staff responses to various requests for information including those from the AIDEA Executive Director, Board of Directors, the Alaska Department of Law, the Legislature, and the public.
- Providing legal research and analysis of legal issues that routinely arise and are encountered in the various priorities and projects of AIDEA.
- Performing other duties or delegations as required and assigned by the Executive Director and/or the Board of Directors.
- Required to exercises discretion regarding matters of significance.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, Associate Counsel is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. Associate Counsel is occasionally required to reach with hands and arms, and/or move up to 25 pounds. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires intermediate skills in word processing, presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to navigate complex State of Alaska regulatory matters.
- Strong writing, grammar, punctuation and communication skills.
- Good working knowledge of contract law, commercial transactions, and loan and investment documentation.
- Ability to maintain effective working relationships with a variety of internal and external parties.
- Ability to communicate legal or regulatory issues to non-legal parties.
- Strong legal research, analytical, and decision-making skills in a fast-paced environment.
- Ability to work independently without supervision and be able to prioritize multiple deliverables to meet deadlines.
- Ability to respond effectively to sensitive inquiries and handle confidential information.

QUALIFICATIONS:

A J.D. (doctor of jurisprudence) from an accredited law school is required. Zero to five years of experience as a licensed attorney performing the duties specified above is preferred, but not required. Experience in advising governmental entities is also highly preferred. Must be presently admitted to the Alaska Bar, or admitted within 10 months of appointment.