

Municipal Attorney Candidate Interview

Annmarie Billingsley

May 9, 2024
6:15 p.m. via zoom

ANNMARIE BILLINGSLEY

March 25, 2024

City & Borough of Sitka
Human Resources
100 Lincoln Street
Sitka, Alaska 99835
hr@cityofsitka.org

Dear Mayor Eisenbeisz and the Sitka Assembly:

Please consider my application for the Municipal Attorney position at the City and Borough of Sitka. I have been practicing law in Alaska for the past fourteen years, six of which were focused exclusively on municipal law as an attorney for the Fairbanks North Star Borough. During my tenure with the Fairbanks North Star Borough, I had the opportunity to conduct legal research and draft legal opinions on a wide range of legal issues unique to Alaskan municipalities and local governments. I prosecuted violations of Borough Code and represented the Borough at both the trial and appellate levels in front of administrative agencies, in the District and Superior Courts of the State of Alaska, and in Federal District Court for the District of Alaska. I also provided legal advice to the Assembly, Boards and Commissions, and various departments (human resources, community planning, animal control, library, parks and recreation, code enforcement, emergency operations, assessing, mayor's office, public works, transportation, air quality, financial services, digital services, Borough clerk's office, general services, health & social services, natural resources development, rural services, and solid waste).

One of my greatest strengths is my ability to maintain positive working relationships and collaborate effectively with diverse stakeholders. Whether working alongside elected officials, department heads, or the public, I prioritize clear communication and a solutions-oriented approach. I am well versed in making complex legal concepts accessible to my clients and managing multiple tasks with competing priorities and time sensitive deadlines.

I am excited about the opportunity to bring my skills and passion to the City and Borough of Sitka. My resume, application, and reference list are attached. I look forward to hearing from you.

Sincerely,

Annmarie Billingsley

**City and Borough of Sitka**

An Equal Opportunity Employer

100 Lincoln St. Sitka, AK 99835

Phone No. (907)747-1816 Fax No. (907)747-1846

Applicant Information

Last Name	First Name	Middle Name		
Billingsley	Annmarie			
Residence Address	Street	City	State	Zip Code
Mailing Address	Street	City	State	Zip Code
Telephone Number	Email Address			

Position(s) Applying for: Municipal Attorney	Date 3/24/2024
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How did you learn of this job opportunity?	
<input type="checkbox"/> City of Sitka Website	<input type="checkbox"/> Job Service/ALEXsys
<input type="checkbox"/> Local Organizations (specify: _____)	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Alaska Municipal League	<input type="checkbox"/> Radio
<input type="checkbox"/> Other (_____)	<input checked="" type="checkbox"/> On-Line (website AK Bar Assn.)

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. **All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Do you have a valid Driver's License? <i>If yes, please provide State and number</i> AK 7400832		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See <i>qualifications/requirements in Job Description</i>)		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have you ever worked for the City and Borough of Sitka in any capacity (i.e., temp, contract, etc.)		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Are you enrolled in Alaska PERS system? If so, what Tier? 4		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Available to work:	Full Time	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Part Time	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	Temporary	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Date available to work: negotiable					
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Nights	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Weekends	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Holidays	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been convicted of a felony?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Have you been convicted of a misdemeanor within the last five years?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
<p><i>If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.</i></p>					

Education			
High School			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
John Jay High School 60 N. Salem Rd #1104 Cross River, NY 10518		4	HS Diploma
Undergraduate College			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
University of Richmond 410 Westhampton Way Richmond, VA 23173	Communication Studies and Spanish	4	BA
Graduate Professional			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Lewis and Clark Law School 10101 S. Terwilliger Blvd, Portland, OR 97219	Environmental Law	3	JD
Others (specify)			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>

Employment History			
Most Recent /Current Employer		Address	Phone Number
Chena Legal, LLC			
Date Started	Starting Salary <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Starting Position	
January 2024	\$ 250	Owner/Solo Practioner	
Date Left	Salary on Leaving <input type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Position on Leaving	
N/A	\$	N/A	
Name and Title of Supervisor		Reason for Leaving	
		N/A	
Duties/Responsibilities			
See Resume			
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Employer		Address	Phone Number
Fairbanks North Star Borough		907 Terminal Street Fairbanks, AK 99701	907-459-1318
Date Started	Starting Salary <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Starting Position	
July 2017	\$ 95,009.00	Assistant Borogh Attorney	
Date Left	Salary on Leaving <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Yearly	Position on Leaving	
July 2023	\$ 141,512	Assistant Borough Attorney V	
Name and Title of Supervisor		Reason for Leaving	
		Spend time with family	
Duties/Responsibilities			
See Resume			
Past Employer		Address	Phone Number
Chena Legal, LLC			
Date Started	Starting Salary <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Starting Position	
July 2013	\$ 125	Owner/Solo Practitioner	
Date Left	Salary on Leaving <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Yearly	Position on Leaving	
July 2017	\$ 150	Owner/Solo Practitioner	
Name and Title of Supervisor		Reason for Leaving	
		Hired at the FNSB	
Duties/Responsibilities			
See Resume			

Include explanation of any gaps in employment.
I took off six months after I left the FNSB to spend time with my family.

Other Qualifications
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Completed the National Institute for Trial Advocacy Trial Skills Program 2018 Graduated from Inspire Leadership Academy 2020 Former Board Member of the Fairbanks Co-op Market
Describe any job-related training received in the United States military.
N/A
List professional, trade, business, or civic activities and offices held.
Alaska Network on Domestic Violence and Sexual Assault pro bono attorney 2011-2017 UAF Community and Technical College, Paralegal Studies Program Adjunct Professor 2014-2017 Alaska Court System CCVMP, Guardianship, and CINA Mediator 2016-2017
List professional, trade or business licenses held.
Alaska Bar Association, November 2010-Present Alaska Municipal Attorneys Association 2017-2023 International Municipal Lawyers Association 2017-2023 Licensed to practice in State and Federal Court

Additional Information												
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.												
FNSB's primary prosecuting attorney for code enforcement and animal control minor offense violations. FNSB's primary attorney advisor to the Planning Commission, BOE, Animal Control Commission, Climate Action Committee, Risk Committee, and the Assembly Regional Emergency Services Advisory Committee. Regularly provided trainings on the Open Meetings Act and Public Records Act. Represented the FNSB in civil matters as well as appeals to the Board of Adjustment and Superior Court. Supervised the work of outside counsel retained by the FNSB in worker's compensation matters. Directed the work of less experienced attorneys and support staff. Regularly acted as Borough Attorney during her absences. Served as a member of the FNSB's collective bargaining team. Won six FNSB merit awards for "exemplary contributions and effort which directly impacted the efficiency, economy and effectiveness of borough operations."												
References												
Do not include family members or past supervisors.												
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Note to Applicants:

DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

☒ Yes
 ☐ No

APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. **I DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. **I RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

Annmarie Billingsley

Signature

3/24/2024

Date

ANNMARIE BILLINGSLEY

EDUCATION & QUALIFICATIONS

Alaska Bar Association, November 2010—Present

United States District Court for the District of Alaska, admitted to practice 2019—Present

Alaska Municipal Attorneys Association, 2017—2023

International Municipal Lawyers Association, 2017—2023

National Institute for Trial Advocacy, Trial Skills, August 2018

Lewis and Clark Law School, Portland, Oregon: JD, *cum laude*, May 2010

University of Richmond, Richmond, Virginia: BA, *cum laude*, May 2003

EXPERIENCE

Fairbanks North Star Borough, Fairbanks, Alaska

Assistant Borough Attorney, July 2017—July 2023

- Provided legal advice to the Mayor, Assembly, staff members, and boards and commissions
- Drafted ordinances, resolutions, contracts, leases, and other documents for use by the Borough
- Prepared legal opinions concerning correct procedures, statutory interpretation, and status of law
- Represented the Borough in all types of adversarial proceedings and litigation before State and Federal courts and in administrative forums
- Prosecuted violations of the Fairbanks North Star Borough Code of Ordinances
- Prepared pleadings and briefs, interviewed witnesses, investigated claims, and negotiated settlements

Chena Legal, LLC, Fairbanks, Alaska

Solo Practitioner, July 2013—July 2017 and January 2024—Present

- Operate a full service law practice
- Litigate civil cases in Fairbanks and Anchorage Superior Courts
- Draft contracts, agreements, wills, deeds, petitions, power of attorneys, advanced health care directives, and other documents for clients

Alaska Network on Domestic Violence and Sexual Assault, Fairbanks, Alaska

Pro Bono Attorney, February 2011—September 2017

Alaska Court System, Fairbanks Alaska

CCVMP, Adult Guardianship, and CINA Mediator, September 2016—June 2017

UAF Community and Technical College, Paralegal Studies Program, Fairbanks, Alaska

Adjunct Professor, January 2014—May 2017

Foster & Rogers, LLC, Fairbanks, Alaska

Associate Attorney, October 2010—June 2013

- Handled a full range of domestic relations cases from client intake through trial
- Drafted multiple appeal briefs to the Alaska Supreme Court

Oregon Department of Justice, Portland and Salem, Oregon

Law Clerk, General Counsel Division, Natural Resources Section, May 2009—November 2009

Law Clerk, Trial Division, Torts Section, May 2008—November 2008

INTERESTS

Member of the Nordic Ski Club of Fairbanks, Bluegrass Running Group, and Northern Literati Book Club.

Approved volunteer with the Fairbanks North Star Borough School District.

ANNMARIE BILLINGSLEY

REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]