

**Position Announcement**  
**Wyoming Judicial Branch / Equal Justice Wyoming**  
**IT Project Manager / Staff Attorney**

**Position:** Information Technology Project Manager / Staff Attorney  
**Job Type:** Full-time  
**Closing Date:** Closed when filled  
**Location:** Cheyenne, Wyoming

Equal Justice Wyoming is a division of the Wyoming Supreme Court charged with developing and sustaining a statewide program for improving access to justice and civil legal services for low-income individuals in Wyoming.

Equal Justice Wyoming seeks an attorney to develop and expand innovative technology projects to support self-represented litigants, legal aid advocates, and pro bono attorneys throughout the state. The position will oversee the development, maintenance and usage of Equal Justice Wyoming's technology and technology projects.

**Major Responsibilities:**

- Manage innovative projects that increase access to justice and support public interest law;
- Develop interactive legal resources such as HotDocs automated forms and LiveChat;
- Perform, coordinate and provide direct supervision of work on technology projects, including the work of staff, volunteers, and outside developers;
- Review, test, and provide feedback to outside developers;
- Liaison with the Court's IT department for hosting, maintenance and technical support;
- Oversee acquisition and use of office technology and resources;
- Oversee content published on statewide self-help and advocate websites;
- Coordinate multimedia including videos and webinars;
- Develop training programs for, and train end users on, technology project use;
- Work with leaders in Wyoming's legal aid, pro bono, court, library and other communities to develop and encourage the use of Equal Justice Wyoming's technology projects;
- Identify and prioritize new and innovative technology project development;
- Participate in the national legal aid/court self-help technology community and listservs;
- Provide necessary reports and documentation for use by funding entities;
- Perform legal research;
- Assist in the development of substantive legal content for the website and create pleadings templates and instructions for self-represented litigants and pro bono attorneys; and
- Perform other duties as assigned.

The ideal candidate will have:

- Strong academic background
- Excellent oral and written communication skills
- Strong technology background
- Advanced organizational skills and attention to detail
- Passion for public interest law
- Ability to work independently and as part of a team
- Experience with HotDocs or similar automation software and website design a plus.

Candidates for the position must also have a:

- JD from an ABA accredited law school
- Current license to practice law in Wyoming or eligible and willing to become licensed at the earliest opportunity.

**Salary:** \$55,000 - \$70,000

**Benefits:** The position is an at-will position with the State of Wyoming Judicial Branch. The position is eligible for State of Wyoming benefits, which include Health, Dental, Vision, Life Insurance and Retirement Benefits.

**Applications:** Applications will be accepted until the position is filled. In order to ensure full consideration, however, candidates are urged to submit their materials by January 15, 2019. Interested candidates should submit a Wyoming Judicial Branch application, a current resume, and a letter expressing in detail why they are interested in the position as well as what they believe they can contribute to the organization. Please include relevant technology experience as well as the names and contact information for three references.

The Wyoming Judicial Branch application form can be found on the Wyoming Supreme Court's website at: <http://www.courts.state.wy.us/wp-content/uploads/2018/11/wsc-app-NOV2018.pdf> .

Send to: Equal Justice Wyoming  
Attn: Angie Dorsch, Executive Director  
2300 Capitol Ave., 1<sup>st</sup> Floor  
Cheyenne, WY 82002

Or electronically to Angie Dorsch at [adorsch@courts.state.wy.us](mailto:adorsch@courts.state.wy.us)

If you are a war veteran, or surviving spouse of a war veteran, and wish to receive preference under Wyo. Stat. § 19-14-102, you must complete the Veteran's Preference section on the Wyoming Judicial Branch At-Will Employment Application and attach your DD214 form to the application.

The State of Wyoming is an Equal Opportunity Employer.