

POSITION ANNOUNCEMENT

WYOMING SUPREME COURT DIRECTOR OF LEGAL RESOURCES AND JUDICIAL EDUCATION

Position: Director of Legal Resources and Judicial Education

Closing Date: Closed when filled

Location: Cheyenne, Wyoming

Overview and Description: The Director of Legal Resources and Judicial Education (Director) will be responsible for the implementation and maintenance of a statewide judicial education program, supervise the operations of the Wyoming Supreme Court State Law Library, including the Wyoming Judicial Learning Center, supervise activities associated with the Court Improvement Program (Wyoming Children's Justice Project) and assist with court projects and initiatives. This position requires a minimum of forty hours per week and will require the supervision of between 4-5 employees and contractors.

This position reports to the State Court Administrator.

Duties and Responsibilities:

Judicial Education Functions:

This position will support the Judicial Education Committee in implementing and maintaining a statewide program on judicial education. The Director will be involved in meetings and presentations with key stakeholders to introduce, create and implement judicial orientations and specific training modules developed and established for judges.

This position will support the development of various curriculum, individual courses, and may also serve as a trainer. The specific responsibilities of the Director related to judicial education are as follows:

- Staff the Judicial Education Committee and various subcommittees (calendar meetings, draft minutes, develop action plans and monitor the completion of action items);
- Support a "Judge's Orientation" and assist in the development of a standard orientation for new judges;
- Design training modules for judges on various skills (e.g. opinion writing) and substantive areas of law (e.g. criminal law, criminal procedure) and develop a schedule for the creation and release of training modules;
- Assist in the identification of strategic priorities for judicial education;
- Design and adapt resource materials for judicial trainings such as bench books and training manuals and/or enhance existing bench books and training materials;
- Identify and coordinate presenters or experts that can assist in the development of training modules or resources;

- Plan and host the annual Judicial Council Meeting (during the Wyoming State Bar Convention); and
- Attend meetings hosted by the National Association of Judicial Educators (NAJE).

State Law Library Functions:

This position will direct State Law library operations and manage the Judicial Learning Center, which is located in the State Law Library. The Director will supervise and evaluate library staff, monitor the library budget and allocate, organize and disseminate library resources. Additional duties will include ensuring adequate coverage for the resource desk, managing research related contracts, organizing trainings for attorneys on the use of internet-based legal resource programs such as Westlaw or Lexis/Nexis and promoting library services and resources. This position will assist in various cataloging procedures related to library resources.

The Director will operate, expand and promote the Judicial Learning Center (JLC), including the management of contracts related to exhibit development and maintenance. Additional duties will include monitoring the JLC budget and grants, directing the development of additional interactive exhibits, maintenance of the JLC website and assisting with school group tours. This position will be responsible for civics outreach activities specific to the JLC.

Children's Justice Project Functions:

The Director will supervise staff responsible for administration of the Children's Justice Project (CJP) and provide assistance in the management of the program budget, compliance with all federal grant requirements. This position is a member of the CJP Advisory Council and various subcommittees and assists with continuous quality improvement activities related to the auditing of juvenile case files and provides (or facilitates) trainings upon request. Additional duties include attending required grant meetings, which requires out of state travel.

Additional Functions: This position will assume other duties as assigned and may be responsible for conducting legal research or leading special projects.

Knowledge: The Director of Legal Resources and Judicial Education should possess:

- Knowledge of planning, managing and implementing multiple projects
- Knowledge of Wyoming's court system, specifically the juvenile court system
- Knowledge of both print and online legal research techniques
- Knowledge of adult learning techniques and strategies
- Knowledge of basic computer applications

Minimum Qualifications: This position requires an individual with the following qualifications:

- Juris Doctor Degree from an ABA accredited law school

- Two years of legal experience
- Excellent verbal and written communication skills and excellent interpersonal skills
- Excellent research and writing skills
- Ability to develop, plan and implement projects
- Prior experience teaching or presenting
- Prior teaching, mentoring or volunteer experience with children preferred
- Prior legal services, public interest, or volunteer experience serving low-income persons preferred
- Must be flexible and able to take on additional responsibilities and tasks as needed

Salary: Salary range is \$75,000 to \$80,000 annually depending on experience.

Benefits: State benefits are provided in addition to salary.

Employment is “at will.” This position is at-will and any individual may voluntarily leave employment or may be dismissed by his/her employer at any time, for any reason.

If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person’s death and you receive survivor benefits, to receive veteran’s preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran’s Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a Form DD214 to the application.

Applications: Applications will be accepted until the position is filled. Interested candidates should submit an application and current resume. A Judicial Branch Application form can be obtained on the Wyoming Supreme Court’s website at: <http://www.courts.state.wy.us/wp-content/uploads/2018/11/wsc-app-NOV2018.pdf>

Please send to:

Wyoming Supreme Court
Attn: Lily Sharpe
2301 Capitol Avenue
Cheyenne, WY, 82002

Or electronically to Lily Sharpe at lsharpe@courts.state.wy.us

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