

POSITION ANNOUNCEMENT

WYOMING SUPREME COURT ADMINISTRATIVE OFFICE OF THE COURTS ASSOCIATE GENERAL COUNSEL

Position: Associate General Counsel

Closing Date: Open until filled

Location: Cheyenne, Wyoming

Overview and Description: The Associate General Counsel will be responsible for assisting the General Counsel with a variety of legal projects and initiatives affecting the Judicial Branch, including the implementation of electronic filing. This position requires a minimum of forty hours per week and will require some travel.

Duties and Responsibilities: The Associate General Counsel will:

- Staff various committees and subcommittees;
- Respond to legal and technical questions and requests from members of the Judicial Branch;
- Develop proficiency in use of court automation systems, including electronic filing;
- Train clerks, judges and attorneys on use of court automation systems;
- Draft court rules;
- Draft and negotiate contracts with vendors;
- Administer designated court initiatives and programs;
- Complete research projects for the Judicial Branch; and
- Perform other duties as assigned by General Counsel.

The listed duties and responsibilities are illustrative only and are not intended to describe every function which may be performed.

Knowledge: The Associate General Counsel should possess:

- Knowledge of planning, managing and implementing multiple projects;
- Knowledge of Wyoming's court system;
- Knowledge in use of information technology systems and interest in becoming proficient in using case management and other court systems;
- Skill in legal research, including drafting legal memoranda and briefs;
- Skill in presenting to various stakeholders; and
- Skill in organizing issues, ideas, and legal principles in clear and concise oral and written presentations.

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

- Juris Doctor Degree from an ABA accredited law school;
- Membership in the Wyoming State Bar;
- Two years or more of legal experience preferred;

- Excellent verbal and written communication skills and excellent interpersonal skills;
- Computer application skills or interest in becoming proficient in use of court automation applications;
- Excellent research and writing skills;
- Excellent time management skills;
- Ability to develop, plan and implement projects;
- Ability to adapt and take on additional responsibilities and tasks as needed;
- Ability to work well with co-workers and the public; and
- Ability to attend work on a regular basis, including arriving to work on time.

Physical Demands: This position requires mobility to work in a typical office setting. The applicant must have the ability to:

- Use standard office equipment;
- Stand and/or walk for a period of time;
- Read printed materials and computer screens;
- Communicate in person or over the phone; and
- Travel.

Accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Salary: Salary range is \$75,000 to \$85,000 annually depending on experience.

At-will: This is an at-will position.

Benefits: State benefits are provided in addition to salary.

FLSA: This position is an exempt position under the Fair Labor Standards Act.

Veterans: 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 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: Cierra Hipszky
2301 Capitol Avenue
Cheyenne, WY 82002

Or electronically to Cierra Hipszky at chipszky@courts.state.wy.us.