

Wyoming Judicial Branch Position Announcement

Job Title: Circuit Court Clerk

Salary: \$39,700 annually

Closing Date: February 1, 2021

OVERVIEW

The Campbell County Circuit Court, located in Gillette, Wyoming, seeks to hire a Clerk to assist with the preparation and processing of court cases. The Campbell County Circuit Court presides over misdemeanor, small claims, civil, forcible entry, and detainer cases as well as issues protection orders. The Court is seeking professional candidates possessing a combination of strong communication, planning, organizational, scheduling, clerical, and data entry skills.

ESSENTIAL FUNCTIONS/DUTIES. This position involves a variety of complex work duties for the purpose of managing all aspects of the Circuit Court. Work is performed under the general supervision of the Chief Clerk. Strict confidentiality is required.

CASE MANAGEMENT (civil/stalking/family violence/criminal/traffic):

- Prepares, assembles, and checks court dockets; establishes and maintains case files; prepares and routes notices according to required procedures; calendars court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings
- Prepares documents for civil/stalking/family violence/traffic/criminal cases
- Takes understandable and legible notes of all court proceedings; operates automated court recording system and assures proceedings are recorded with minimal defects
- Enters and retrieves data through the case management system. Prepares record checks by searching indexes and/or documents to obtain and verify information,
- Performs follow-up work subsequent to court sessions; distributes judicial orders; posts information generated during court sessions to case files; prepares and routes copies, certified, if necessary, and maintains payment schedules
- Schedules and tracks deadlines to move cases forward and meet procedural requirements
- Issues subpoenas for law enforcement and witnesses
- Reviews, verifies, and enters pertinent data into the case management system
- Processes bench warrants, petitions to revoke, and order to show cause documents; prepares transcripts for bound over cases and appeals; processes petitions, complaints, informations, pleadings, motions, subpoenas, remands, judgments, post judgment pleadings and all other orders made by the court; processes Failure to Appear notices, Non-Resident Violator Compact notices, and abstracts to the appropriate agencies
- Assists in preparation of files for storage, preparation of marital documents, drug court procedures and any other duty assigned
- Distributes the necessary legal papers to the correct people, making and coordinating appointments

- Verifies legitimacy of requests for access to court information, ensuring that confidential information is redacted from the public file
- Trains and backs up other new clerks

ACCOUNTING:

- Receives and receipts money by cash, check, money order, or E-payment; balances cash drawer(s); posts transactions to appropriate accounts; disburses monies according to established procedures
- Prepares end of day report and balances daily receipts to report; prepares deposits and assures that deposits are taken to the bank daily; assists in end of month procedures as requested

COMMUNICATION:

- Ability to communicate effectively, verbally and in writing; establish and maintain effective working relationships with co-workers, public and various entities; follow written and oral instructions accurately; calmly resolve disputes with distressed customers both at counter and on the phone
- Efficiently collects, opens, sorts, distributes and/or sends postal mail, email or other information
- May be responsible for court correspondence

KNOWLEDGE/SKILLS:

- Appropriately maintain confidentiality of court records
- Ability to develop a good working knowledge of the case management system, and to assist with training employees on the case management system, court procedures, court documents, and file management
- Ability to organize and prioritize duties, handle multiple tasks at the same time and tolerate constant interruptions
- Ability to efficiently operate and maintain all office equipment
- Ability to become familiar with court policies and procedures, the Wyoming Statutes, legal terminology, legal concepts, principles and procedures
- Knowledge of general office procedures, proper grammar, spelling and punctuation

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;
- Ability to attend work on a regular basis, including arriving at work on time;
- Occasional evenings and weekends may be required; and
- Occasional travel.

MINIMUM QUALIFICATIONS:

- High school graduate or GED equivalent with at least one year of clerical experience.

Preference will be given to applicants with:

- legal secretary experience,
- more than two years administrative or executive assistant experience, or
- bookkeeping experience.

Terms. Employment is “at will.” The Circuit Court Clerk is a State of Wyoming employee. The annual gross salary for this position is \$39,700.00. State benefits, including medical insurance, retirement, and paid leave are provided in addition to salary.

Applications. Interested and qualified applicants should submit via mail or hand delivery a cover letter and resume, along with the Wyoming Judicial Branch Employment Application, to the Campbell County Circuit Court, Attn: Clerk of Court, 500 South Gillette Ave, Suite 2200, Gillette, WY 82716. A Judicial Branch Application Form is available at <http://www.courts.state.wy.us/wp-content/uploads/2018/11/wsc-app-NOV2018.pdf>. Applications must be postmarked by February 1, 2021.

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.

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.