



## Wyoming Judicial Branch Position Announcement

**Job Title:** Part-Time Circuit Court Clerk

**Location:** Park County Circuit Court, Cody

**Salary Range:** \$19,500.00 - \$20,000.00 annually

**Closing Date:** Open until Filled.

Applications received by August 20, 2021 will receive full consideration.

The Park County Circuit Court, located in Cody, Wyoming, seeks to hire a Part-Time Clerk to assist with the preparation and processing of court cases. The Court is seeking professional candidates possessing a combination of strong communication, planning, organizational, scheduling, clerical, and data entry skills to work 20 hours per week.

### **Information about the Court and Community**

The Park County Circuit Court presides over misdemeanor, small claims, civil, forcible entry, and detainer cases as well as issues protection orders. The Court is in Cody, Wyoming, located just 52 miles from the East entrance into Yellowstone National Park. Cody offers a variety of opportunities for outdoor adventure, recreation, education and entertainment. Hunting, fishing, snowmobiling, and hiking are wonderful available pastimes. Cody is what America was, a place where the cowboy culture thrives and where the new west begins.

### **Information about the Benefits Package**

In addition to an annual salary, employees of the Wyoming Judicial Branch receive a generous benefits package to include the State of Wyoming retirement pension plan and 457 Deferred Comp plan; affordable health insurance package including health, dental, life, vision, STD, LTD, long term care, ambulance coverage, and Employee Assistance Program; paid annual, sick and holiday leave, and much more.

### **Information about the Position**

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. Essential functions of this position include the following:

#### **Case Management**

- Prepare, assemble, and check court dockets; establish and maintain case files; prepare and route notices according to required procedures; calendars court dates and confirm court arrangements; notify interested and concerned individuals regarding court proceedings.
- Prepare documents for civil/stalking/family violence/traffic/criminal cases to include documents for the initial phase of felony filings.
- Take comprehensive and legible notes of all court proceedings; operate automated court recording system, and assure proceedings are recorded with minimal defects.

- Enter and retrieve data through the case management system. Prepare record checks by searching indexes and/or documents to obtain and verify information.
- Perform follow-up work subsequent to court sessions; distribute judicial orders; post information generated during court sessions to case files; prepare and route copies, certified, if necessary, and maintain payment schedule.
- Schedule and track deadlines to move cases forward and meet procedural requirements.
- Issue subpoenas for law enforcement and witnesses.
- Review, verify, and enter pertinent data into the case management system.
- Process bench warrants, petitions to revoke, and order to show cause documents; prepare transcripts for bound over cases and appeals; process petitions, complaints, informations, pleadings, motions, subpoenas, remands, judgments, post judgment pleadings and all other orders made by the court; process Failure to Appear notices, Non-Resident Violator Compact notices, and abstracts to the appropriate agencies.
- Assist in preparation of files for storage, drug court procedures and any other duty assigned.
- Distribute the necessary legal papers to the correct people, making and coordinating appointments.
- Verify legitimacy of requests for access to court information, ensure confidential information is redacted from the public file.
- Train and back up other new clerks.

#### Accounting

- Receive and receipt money by cash, check, money order, or E-payment; balances cash drawer(s); post transactions to appropriate accounts; disburse monies according to established procedures.
- Prepare end of day report and balance daily receipts to report; prepare deposits and assure that deposits are taken to the bank daily; assist in end of month procedures as requested.

#### Communication

- 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.
- Collect, open, sort, distribute and/or send postal mail, email, or other information.
- May be responsible for court correspondence.

#### **Knowledge, Skills & Abilities:**

- 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.
- Ability to lift up to 25 pounds.
- Occasional evenings and weekends may be required.
- Occasional travel.

**Information about the qualifications and terms**

Requires a high school graduate or GED equivalent with at least one year of clerical experience.

Preference will be given to applicants who meet the requirements plus any of these preferred qualifications.

- Legal secretary experience.
- More than two years administrative or executive assistant experience.
- Bookkeeping experience.

**Terms:**

Employment is "at will."

FLSA: Non-Exempt.

The Wyoming Supreme Court is a State of Wyoming employer.

**Applications.** Interested applicants must submit a cover letter, resume, and completed Branch application for consideration. [Click here](#) to complete the application process on-line. The Branch also accepts email and mail submissions. Please use the [downloadable application](#) and return the completed form along with a cover letter and resume to Wyoming Supreme Court, Attn: Human Resources Manager, 2301 Capitol Avenue, Cheyenne, WY 82002; or via email to [breedy@courts.state.wy.us](mailto:breedy@courts.state.wy.us).

**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.

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