



Wyoming Judicial Branch Position Announcement

Job Title: Judicial Assistant

Location: 9th Judicial District Court, Jackson

Salary Range: \$60,000 - \$63,000 annually

Closing Date: Open until filled. Preference to applications submitted before January 19, 2022.

The Ninth Judicial District Court, Teton County, Wyoming, seeks to hire a Judicial Assistant to the Honorable Melissa M. Owens. The Court will consider traditional JA or paralegal candidates but also encourages JD applicants as a partial clerkship through the role of a JA. This position is full-time and is primarily on-site.

Information about the Court and Community

As a court of general jurisdiction, District Court cases include business litigation, property disputes, family law, real estate, criminal, juvenile, probate, adoptions, and guardian/conservatorships. The district courts also have appellate jurisdiction over administrative agency decisions, circuit courts, and municipal courts. The District Court in Teton County has an exceptionally busy civil docket, characterized by high-asset, complex, and multi-party disputes. This District Court also has a history of advancing and maximizing court technology opportunities to assist in docket management.

Information about the Benefits Package

In addition to an annual salary, employees of the Wyoming Judicial Branch receive a benefits package that includes: the State of Wyoming retirement pension and 457 Deferred Compensation Plan; a health insurance package including health, dental, life, vision, short- and long-term disability, ambulance coverage, and an Employee Assistance Program; and paid annual, sick, and holiday leave. Teton County residents are eligible for the State housing allowance of \$1,630.00 per month.

Information about the Position

This position involves a variety of complex work duties as an executive assistant to the judge and small office manager. The Judicial Assistant is generally the first and primary point of contact attorneys and the public have with the Court and requires a professional demeanor and exceptional interpersonal and communication skills. Work is performed under the general supervision of the judge, but the Judicial Assistant must be able to plan, prioritize, and complete projects with minimum supervision. **Strict confidentiality is required.**

Job duties include the following:

- Communicating with attorneys, agencies, and the public orally, electronically, in writing, and in person.
- Assisting with court procedures and docket management, including collaborating with attorneys and litigants as directed by the Court.
- Screening calls, correspondence, pleadings, and visitors in accordance with the Judicial Code of Conduct.
- Scheduling court proceedings, appointments, and use of two local courthouses on the Court's calendar.
- Maintaining close and cooperative working relationship with the Clerk of District Court's office regarding court files, time sensitive filings and trial logistics.

- Determining completeness and readiness of court filings for review by Judge.
- Preparing, editing, and disseminating correspondence, forms, orders, notices and other documents.
- Arranging travel and accommodations.
- Processing mail, vouchers, and payment of bills.
- Preparing and working with all aspects of a budget and Court inventory.
- Submitting leave reports for Court staff.
- Monitoring and purchasing office and courtroom equipment, supplies, and inventories.

This job description and outline of duties generally outlines the nature of the work, abilities, skills, and knowledge expected, but it is not intended to cover or describe a comprehensive listing of activities, duties, or responsibilities of the position. The Judicial Assistant is expected to perform such other duties as are necessary, assigned, and/or directed.

Physical Demands:

This position takes place in an average office work environment. The applicant must have the ability to:

- Use standard office equipment.
- Sit at a desk or stand for prolonged periods and work on a computer.
- Stand and/or walk occasionally to frequently.
- Read printed materials and computer screens.
- Communicate in person, by e-mail, video, or over the phone.
- Lift up to 25 pounds at times.

Information about the qualifications and terms

Qualifications:

Legal experience is strongly preferred. Applicants with legal education, including J.D. degrees, will be considered. College degree preferred but not required. The Applicant may be required by the State of Wyoming to pass a background investigation, credit investigation, and/or alcohol and/or substance screening as a condition of employment.

Terms:

Employment is at-will.

FLSA: Exempt.

The Ninth Judicial District Court is an independent State Agency and a State of Wyoming employer.

Teton County residents are eligible for the State Housing Allowance.

Applications. Applications will be reviewed on a rolling basis until the position is filled, with a preference for applications filed by 5:00 p.m. (Mountain Time) on **January 19, 2022**. Please submit a cover letter and resume by email to mdearing@courts.state.wy.us, addressed to Hon. Melissa M. Owens, P.O. Box 1036, Jackson, WY 83001. Fax or mailed applications will not be considered. Applications should also be accompanied by the State of Wyoming's employment form, available [here](#).

Veterans. If you are a United States Armed Forces veteran, or a veteran's spouse who was married to that veteran at the time of the veteran's death and you receive survivor benefits, to receive veteran's preference under Wyo. Stat. § 19-14-102, please complete the Veteran's Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a Form DD-214 to the application.

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