



Wyoming Judicial Branch Position Announcement

Job Title: Circuit Court Chief Clerk

Location: Johnson County Circuit Court, Buffalo

Salary Range: \$50,000 - \$54,000 annually

Closing Date: Open until filled

The Johnson County Circuit Court, located in Buffalo, Wyoming, seeks to hire a Chief Clerk to administer the operation and procedures of the Circuit Court and maintain and oversee the accounting and financial records of the court. This position includes the filing, collection and disposition of bonds, fees and fines. The Court is seeking professional candidates possessing a combination of strong communication, planning, organizational, scheduling, clerical, and data entry skills.

Information about the Court and Community

The Johnson County Circuit Court presides over misdemeanor, small claims, civil, forcible entry, and detainer cases as well as issues protection orders. The Court is in Buffalo, Wyoming, which is nestled in the foothills of the beautiful Big Horn Mountains and is just a short drive to skiing, boating, camping, hunting, fishing, guest ranches, lakes, streams, and mountains. It is a sportsman's paradise with an abundance of spectacular scenery, wildlife, fascinating frontier heritage and outdoor recreation.

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 Circuit Court Judge. Strict confidentiality is required.

Supervisory responsibility: This position supervises the Clerks of the Circuit Court. This position is responsible for implementing rules and procedures set forth by the Circuit Court Judge, Supreme Court and Legislature.

Job duties include the following:

- Oversee and maintain the court records and the flow of work processed through court in a timely and effective manner.
- Plan, organize, and coordinate the work of assigned employees; hire and train new employees; review employee work performance.
- Establish rules, procedures and/or standards which best achieve a productive work force.

- Supervise and maintain records for auditing, docketing, statistical and historical retrieval.
- Resolve problems and questions regarding work methods and processes presented by employees.
- Provide training to staff.
- Prepare and administer the court budget for the state and county.
- Monitor expenditures to ensure compliance with budget allocations.
- Collect fees, fines, bond money, restitution, public defender fees, Wyoming Crime Victims Fund monies, court automation fees, civil legal services fees, officer training fees, prosecution costs, garnishee money and other monies paid into the court.
- Issue receipts and assures deposits into proper accounts and disburses as directed.
- Prepare end of day report and balance daily receipts to report. Prepare deposits and assures that they are taken to the bank daily.
- Review receipting and disbursements of fines, fees, forfeitures, garnishments, and civil judgments to ensure correct reporting.
- Compile, prepare and transmit reports monthly and annually as required.
- Prepare fiscal reports including statistics, calendars, disposition charts, and data relative to the cases before the court.
- Manage court bank accounts in accordance with Supreme Court internal auditors' guidelines.
- Prepare documents for payment of jurors.
- Supervise other related accounting and financial activities conforming with the Supreme Court internal auditors' requirements.
- Supervise and assist in maintenance of court dockets; establish and maintain case files; prepare and route notices according to required procedures; calendar court dates and confirm court arrangements; notify interested and concerned individuals regarding court proceedings.
- Perform follow-up work subsequent to court sessions; issue judicial orders; post information generated during court sessions to case files; prepare and route copies, certified if necessary.
- Take understandable and legible notes of all court proceedings. Operate automated court recording system and assure proceedings are recorded with minimal defects.
- Process bench warrants, petitions to revoke and orders to show cause; prepare transcripts for district court on bindovers and appeals; process petitions, complaints, informations, pleadings, defaults, garnishments, executions, motions, subpoenas, remands, judgments, post judgment pleadings and order made by the court.
- Enter and retrieve data through computer system records checks by searching indexes and/or documents to obtain and verify information; and prepare press reports.
- Complete and respond to record checks. Process Failure to Appear and Non-Resident Violator Compact notices.
- Issue jury summons; maintain list and process payment to jurors. Send copies of questionnaires to appropriate counsel.
- Authorize access to court records.
- Perform quality control audits in order to ensure accuracy of court records.
- Complete and maintains an accurate filing system.

- Maintain, liaison and coordinate court operations with representatives of allied government agencies.
- Communicate effectively, both verbally and in writing; establish and maintain effective working relationships with employees, the public and various entities; follow written and oral instructions accurately.
- Calmly resolve disputes with angry and irrational customers, both at counter and on the phone.
- Review, verify and enter pertinent data into court automated computer system.
- Maintain confidentiality of court records such as presentence investigations, victim's identity in sexual assault cases, family violence actions, warrants and other confidential contacts.
- Perform other related duties as assigned by the Circuit Court Judge.

Skills and Abilities: Applicants for this position should be able to do most of the following:

- Supervise and delegate the work of others; apply general management principles to specific organizational and operational problems; communicate effectively (verbally and in writing); establish and maintain effective working relationships with employees, representatives of various agencies and members of the public.
- Professionally and courteously deal with people, to include co-workers, other judges and the public beyond giving and receiving instructions, including being adaptable to performing under varied levels of stress.
- Consistently demonstrates analytical ability, administrative skills, ingenuity and independent judgment.
- Train others on policies, procedures, accounting principles and use/maintenance of equipment.
- Attend work on a regular basis, including arriving at work on time.
- Travel on occasion to include overnight stays.
- Assess, evaluate, prioritizing and handle multiple tasks, projects, and demands.
- Work within deadlines to complete projects and assignments.
- Establish and maintain effective work relations with co-workers and others having any interactions with the District Court.
- Explain court procedures and processes in a clear, concise, and comprehensive manner.
- Operate a computer utilizing a variety of commonly used and specialized software applications.
- Operate usual office and courtroom equipment and technology.
- Prepare clear and comprehensive written and electronic court documents, correspondence, forms, and reports.

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

- Use standard office equipment.
- Occasional to frequent standing and walking.
- 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.
- Lift up to 25 pounds at times.

- Occasional evenings and weekends may be required.
- Occasional travel.

Information about the qualifications and terms

Qualifications:

Education: High school diploma or equivalent.

Work Experience: 5 - 7 years relevant work experience with preferred experience in the legal field, using electronic case management systems and/or electronic filing systems, or executive assistant level work experience. At least one year of supervisory experience is preferred.

Terms.

Employment is "at will."

FLSA: Exempt

The Circuit Court Chief Clerk is a State of Wyoming employee.

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.

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.