



## Wyoming Judicial Branch Position Announcement

**Job Title:** Judicial Assistant

**Location:** 7<sup>th</sup> Judicial District Court, Casper

**Salary Range:** \$59,000 - \$63,000 annually

**Opening Date:** June 17, 2022

**Closing Date:** Open until filled

The Seventh Judicial District Court, Natrona County, Wyoming, seeks to hire a Judicial Assistant to The Honorable Joshua Eames. The Court is seeking candidates possessing a combination of strong communication, planning, organizational, scheduling, clerical, data entry, and budget management abilities, skills, and knowledge. This position is full-time.

### Information about the Court and Community

The District Court presides over felony criminal cases, large civil cases, domestic relations, mental health, juvenile, and probate matters. The Court also hears appeals from lower court decisions. The Court is located in Casper, Wyoming which is home to world-class outdoor recreational opportunities, a vibrant downtown and welcome, friendly folks. Casper enjoys cozy amenities of a traditional mountain town without having to worry about long lines, bumper-to-bumper traffic, or high prices. This is a mountain town for the wild at heart.

### Information about the Benefits Package

In addition to an annual salary, employees of the Wyoming Judicial Branch receive a generous benefits package, including the State of Wyoming retirement pension and 457 Deferred Compensation Plan; affordable health insurance package including health, dental, life, vision, short- and long-term disability, ambulance coverage, and Employee Assistance Program; paid annual, sick and holiday leave.

### Information about the Position

This position is responsible for a variety of complex duties as an executive assistant to the judge and staff and assists in managing all aspects of the District Court. Work is performed under the direction and supervision of the judge. **STRICT CONFIDENTIALITY IS REQUIRED. The Judicial Assistant is strictly prohibited from giving any legal advice.**

Job duties include the following:

- Professionally and courteously communicating with others telephonically, electronically, in writing, and in-person.
- Answer and screen telephone calls and communications, read and direct pleadings and correspondence, and assure proper office procedures and protocols are followed.
- Schedule court proceedings, meetings, and appointments, produce appropriate orders, and assure those orders are timely signed, filed, and distributed.

- Schedule court facilities and equipment use in Natrona County as well as throughout Wyoming, and arranging for travel and accommodations as needed.
- Prepare, proof-read, edit, type, print, and disseminate correspondence, forms, and court-issued documents.
- Set up, organize, file, copy, and maintain electronic and paper files, documents, and records.
- Timely assure complete files for court proceedings and events are in chambers and ready for each day's scheduled and anticipated activities and proceedings.
- Retrieve and process mail.
- Prepare and manage all aspects of a budget; process vouchers and payment of billings, including data entry and submitting reports and records.
- Maintain time and leave reports, including submitting reports and records.
- Monitor office and courtroom equipment, supplies, and inventories, including purchasing.
- Ensure the courtroom and surrounding areas are arranged and organized to meet the needs of the judge and others in the courtroom.

This position requires an ability to:

- Plan, prioritize, and carry out assignments and complete projects with minimum supervision.
- Manage the Court's calendar in conjunction with the calendars of others.
- Professionally and courteously deal with people, including co-workers, clerks/staff in other offices, attorneys, other judges, and the public.
- Must be adaptable and able to perform multiple tasks seamlessly, professionally, and courteously under varied levels of stress and frequent distractions.

This position requires skills in:

- Scheduling, planning, and calendaring complex agendas that will change in a moment's notice.
- Assessing, evaluating, prioritizing, and handling multiple tasks, projects, and demands.
- Working within deadlines to timely complete projects and assignments.
- Establishing and maintaining effective work relations with ~~two~~ clerk's offices, co-workers, attorneys, and others having any interactions with the District Court.
- Explaining court procedures and processes in a clear, concise, and comprehensive manner.
- Operating a computer utilizing a variety of commonly used and specialized software applications.
- Operating usual office and courtroom equipment and technology.
- Preparing clear and comprehensive written and electronic court documents, correspondence, forms, and statistical reports.

This position involves knowledge of:

- District Court policies, processes, and procedures.
- Legal requirements for court operations and case processing.
- Principles involving planning, scheduling, calendaring, and travel.
- State and County policies and procedures.
- Legal terminology.
- Principles and protocols for managing official documents and records.

- Principles of file and records management.
- Principles of book-keeping and/or accounting, including court budgetary and accounting systems, rules, and standards.
- Principles of inventory control.

**Physical Demands:**

This position requires mobility to work in a typical office setting. 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:**

- High school diploma or equivalent with 1-3 years relevant work experience.

**Preference will be given to applicants with:**

- legal experience,
- experience with electronic case management systems and/or electronic filing systems, or
- more than 5 years of executive assistant level work experience.

**Terms:**

Employment is "AT WILL."

FLSA: Exempt.

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

Housing allowance may be provided in certain circumstances.

**Applications.** Interested applicants must submit a cover letter, resume, and completed 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.