



Wyoming Judicial Branch Position Announcement

Job Title: Law Clerk

Location: 8th Judicial District Court, Torrington

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

Closing Date: Open until filled

The Eighth Judicial District Court, Goshen County, Wyoming, seeks to hire a Laws Clerk to The Honorable Edward Buchanan. This position involves performance of professional legal research and other related work to support a judge in a general jurisdiction court. This position prepares memoranda, opinions, jury instructions, or orders for a judge. This position supports the judge in the court's decision-making process by ensuring the judge has the information needed to make fair decisions based on the facts presented in each case.

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 in Torrington, Wyoming, which offers many community activities and amenities. Torrington is close to outdoor recreational activities and historical sites.

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; and holiday leave.

Information about the Position

This position supports the judge in the court's decision-making process by ensuring the judge has the information needed to make fair decisions based on the facts presented in each case. Work is performed under direct supervision of the judge.

Job duties include the following:

- Review, search, and annotate laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Extensive legal research of the law for issues arising during hearings and trials.
- Research and construct legal memoranda, statement of issues involved, opinions, and judgments for review by the judge.
- Observe judicial proceedings. Attend court sessions to hear oral arguments, record necessary case information, and maintain notes attendant to court proceedings.
- Prepare jury instructions and verdict forms. Assist with trial questions from counsel. Ensure the courtroom is ready for trial. Ensure computer equipment is functioning properly.
- Manage the court docket. Track new and pending appeals.

- Compile references on laws and decisions necessary for legal determinations.
- Confer with the judge concerning legal questions, construction of documents, factual issues, and orders.
- Attend conferences with litigants, attorneys, and the judge. May conduct scheduling conferences for civil matters.
- Act as a liaison between the District Court and attorneys, the public, the clerk's office, the University of Wyoming Law School, and other stakeholders.
- Expected to perform such other duties as may be necessary, assigned, and/or directed.

This position requires an ability to:

- Communicate clearly and concisely, both orally and in writing, with a diverse group of people at all knowledge levels.
- Research complex legal problems or questions and apply legal principles.
- Be highly self-motivated and directed, with keen attention to detail.
- Provide analytical assessments and use effective problem-solving techniques.
- Provide objective guidance based on case law and statutory analysis and construction.
- Present research and articulate legal conclusions.
- Represent the court in a respectful manner.
- Establish and maintain effective working relationship with others.
- Travel to include overnight stays.

This position requires skills in:

- Organization and attention to detail.
- Time management with the ability to meet deadlines.
- Legal research and writing.
- Analytical thinking and problem solving.
- Assessing, evaluating, prioritizing, and handling multiple tasks, projects, and demands.
- Listening and being open to different ideas and opinions.
- Establishing and maintaining effective work relations with peers and others having any interactions with the Court.
- Microsoft Office Suite.

This position involves knowledge of:

- Wyoming statutes, court rules, policies, and procedures.
- General law, state law, established precedent, and sources of legal reference.
- Application of legal principles and legal analysis.
- Legal terminology and concepts.
- Principles and protocols for managing official documents and records.
- Westlaw and court case management systems.

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.
- Travel.

Information about the qualifications and terms

Qualifications:

- Juris Doctor Degree from an ABA accredited law school.

Preference may be given to applicants with work experience as a law clerk or practicing attorney.

Terms:

Employment is "AT WILL."

FLSA: Exempt.

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

Applications. Interested applicants must submit a letter of interest in the position, together with a summary or outline of qualifications and experience, and one legal writing sample completed solely by the applicant not exceeding ten pages in length (on 8½ X 11 paper) to Recruiter, Wyoming Supreme Court, 2301 Capitol Avenue, Cheyenne, WY 82002; Email: recruiter@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.