



Wyoming Judicial Branch Position Announcement

Job Title: Training Coordinator and Content Creator

Location: Wyoming Supreme Court

Salary Range: \$35,000 - \$41,000 annually

Closing Date: Open until Filled.

The Wyoming Supreme Court, located in Cheyenne, Wyoming, seeks to hire a Training Coordinator and Content Creator to provide administrative support for the Education Division. This position will be responsible for creating and editing engaging learning content, as well as maintaining the learning management system (LMS). This position collaborates with clerks, administration, and various stakeholders in coordinating educational programs and events; and may be required to deliver training programs.

This position is classified part-time at 30 hours per week and is time-limited to June 2025.

Information about the Court and Community

The Wyoming Supreme Court is the final arbiter of cases that arise under state law. Its decisions are final except for cases that involve a question of federal law, which can be appealed to the United States Supreme Court. The AOC assists the Judicial Branch in fulfilling its constitutional and statutory functions by providing administrative, technical, financial, payroll, auditing, and human resources support to over 300 employees. Our goal is to provide services in an accurate, timely, efficient, and equitable manner. Our offices are in Cheyenne, Wyoming which is home to Cheyenne Frontier Days rodeo and abundant opportunities for outdoor recreation. Cheyenne, the capitol of Wyoming, is a growing metropolitan area which thrives on its Western heritage.

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, Short and Long-Term Disability insurance, ambulance coverage, and Employee Assistance Program; paid annual, sick and holiday leave, and much more.

Information about the Position

Job duties include the following:

- Coordinate a variety of administrative support functions to assist the Education Division staff with daily tasks to include scheduling educational programs, coordinating travel, drafting agendas, taking meeting minutes, editing and proofreading documents, and calendaring events and meetings.

- Work closely with subject matter experts to design, create, and maintain learning module content for the LMS and resource site in both print and video format.
- Perform day-to-day functions within the LMS, such as maintaining user database, assigning required learning modules, creating and uploading online modules, and maintaining system functions.
- Ensure material, curricula and instructional design approaches are consistent with Judicial Branch standards.
- Collaborate with the training team and division heads to deliver the curriculum needed for the employees within the Judicial Branch.
- Provide general support for the education team and end users.
- Track information. Compile and analyze a variety of data and information and assist with the preparation and distribution of reports.
- Conduct research related to specific projects or programs.
- Accurately maintain files and records; input data into databases.

This position requires an ability to:

- Communicate courteously and effectively, both verbally and in writing with all levels of Judicial Branch employees as well as outside agencies.
- Work effectively with others and maintain cooperative working relationships.
- Conduct research into issues and products as required.
- Exercise flexibility and good judgment.
- Self-motivate and work with limited supervision.
- Follow verbal and written instructions.
- Accurately compile information and prepare reports.
- Travel including overnight stays.

This position requires skills in:

- Organization, time management, task management, and attention to detail.
- Written and verbal communication.
- Researching, designing and producing easily understood instructional materials.
- Developing positive working relationships.
- Troubleshooting and resolving problems.
- Developing electronic content for learning management systems.

This position involves knowledge of:

- Office practices and clerical procedures.
- Microsoft Office 365.
- Adobe Pro.
- Educational content development.

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 for prolonged periods and work on a computer.
- Stand and/or walk occasionally to frequently.
- Read printed materials and computer screens.
- Communicate in person or over the phone.
- Lift up to 30 pounds at times.
- Travel.

Information about the qualifications and terms

Qualifications:

Associates degree in any field of study, or a high school diploma or equivalent with two years of work experience in an office environment.

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.

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.