



Wyoming Judicial Branch Position Announcement

Job Title: Circuit Court Clerk

Location: Converse County Circuit Court, Douglas

Salary Range: \$42,000 - \$43,410 annually

Closing Date: Open until filled

The Converse County Circuit Court, located in Douglas, Wyoming, seeks to hire a Clerk to assist with the preparation and processing of court cases. 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 Converse County Circuit Court presides over misdemeanor, small claims, civil, forcible entry, and detainer cases as well as issues protection orders. The Court is in Douglas, Wyoming, located in the heart of Converse County. Converse County dates back to its founding in 1886 and is known for its many attractions. The location is superb for year-round recreation including a free Recreation Center, hunting, fishing, hiking, camping, and rafting as well as many other activities. Douglas is the home of the Wyoming State Fair.

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

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 Chief Clerk. Strict confidentiality is required. Essential functions of this position include the following:

Case Management (civil/stalking/family violence/criminal/traffic):

- Prepares, assembles, and checks court dockets; establishes and maintains case files; prepares and routes notices according to required procedures; calendars court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- Prepares documents for civil/stalking/family violence/traffic/criminal cases.
- Takes understandable and legible notes of all court proceedings; operates automated court recording system and assures proceedings are recorded with minimal defects.
- Enters and retrieves data through the case management system. Prepares record checks by searching indexes and/or documents to obtain and verify information.

- Performs follow-up work subsequent to court sessions; distributes judicial orders; posts information generated during court sessions to case files; prepares and routes copies, certified, if necessary, and maintains payment schedule.
- Schedules and tracks deadlines to move cases forward and meet procedural requirements.
- Issues subpoenas for law enforcement and witnesses.
- Reviews, verifies, and enters pertinent data into the case management system.
- Processes bench warrants, petitions to revoke, and order to show cause documents; prepares transcripts for bound over cases and appeals; processes petitions, complaints, informations, pleadings, motions, subpoenas, remands, judgments, post judgment pleadings and all other orders made by the court; processes Failure to Appear notices, Non-Resident Violator Compact notices, and abstracts to the appropriate agencies.
- Assists in preparation of files for storage, preparation of marital documents, drug court procedures and any other duty assigned.
- Distributes the necessary legal papers to the correct people, making and coordinating appointments.
- Verifies legitimacy of requests for access to court information, ensuring that confidential information is redacted from the public file.
- Trains and backs up other new clerks.

Accounting:

- Receives and receipts money by cash, check, money order, or E-payment; balances cash drawer(s); posts transactions to appropriate accounts; disburses monies according to established procedures.
- Prepares end of day report and balances daily receipts to report; prepares deposits and assures that deposits are taken to the bank daily; assists in end of month procedures as requested.

Communication:

- Ability to communicate effectively, verbally and in writing; establish and maintain effective working relationships with co-workers, public and various entities; follow written and oral instructions accurately; calmly resolve disputes with distressed customers both at counter and on the phone.
- Efficiently collects, opens, sorts, distributes and/or sends postal mail, email, or other information.
- May be responsible for court correspondence.

Knowledge, Skills & Abilities:

- Appropriately maintain confidentiality of court records.
- Ability to develop a good working knowledge of the case management system, and to assist with training employees on the case management system, court procedures, court documents, and file management.
- Ability to organize and prioritize duties, handle multiple tasks at the same time and tolerate constant interruptions.
- Ability to efficiently operate and maintain all office equipment.
- Ability to become familiar with court policies and procedures, the Wyoming Statutes, legal terminology, legal concepts, principles and procedures.
- Knowledge of general office procedures, proper grammar, spelling and punctuation.

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

Qualifications:

Requires a high school diploma or GED equivalent with at least one year of clerical experience.

Preference will be given to applicants who meet the requirements plus any of these preferred qualifications.

- legal secretary experience.
- more than two years administrative or executive assistant experience.
- bookkeeping experience.

Terms.

Employment is "at will."

The Circuit 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.

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