



Wyoming Judicial Branch Position Announcement

Job Title: Clerk of Chancery Court and Paralegal

Location: Wyoming Supreme Court

Salary Range: \$60,000 - \$70,000 annually

Closing Date: Open until Filled.

The Wyoming Supreme Court located in Cheyenne, Wyoming, seeks to hire a Clerk of Chancery Court and Paralegal to administer the operation and procedures of the Chancery Court and maintain and oversee the accounting and financial records of the court. This position will also provide paralegal support to the Wyoming Supreme Court, Administrative Office of the Courts (AOC) Legal Division. 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 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 Wyoming Chancery Court is a specialized trial court of limited jurisdiction that resolves commercial, business, and trust cases on an accelerated schedule using active case management practices, expedited discovery, and bench trials.

The AOC assists the Wyoming 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

This position involves a variety of complex work duties for the purpose of supporting the Chancery Court and AOC Legal Division. Work is performed under the general supervision of the Chief Legal Officer in the AOC's Cheyenne office. Strict confidentiality is required.

Job duties include the following:

Clerk of Chancery Court

- Serve as Clerk of the Chancery Court.
- Develop proficiency in use of court automation systems, including case management and electronic filing systems.
- Maintain the Chancery Court docket, including docketing all filings in the case management system and performing daily and monthly reports.
- Actively manage Chancery Court cases, including reviewing filings, calculating deadlines, scheduling hearings, coordinating proceedings, and keeping Chancery Court staff and judges apprised of case developments and deadlines.
- Maintain Chancery Court financial accounts, including preparing deposits and reports of all monies received by the clerk.
- Docket and serve chancery court orders, writs, and notices.
- Prepare templates of correspondence, orders, cases settings and internal notices.
- Open and close court.
- Respond to calls, emails, written correspondence, and questions from the bar and public regarding cases, rules, and other questions and refer calls as needed.
- Provide support, guidance, and answer non-legal questions from the public, filers, and support staff using the electronic filing system.
- Complete research projects related to Chancery Court.
- Discreetly keep or use confidential information.
- Staff the Chancery Court Committee.
- Perform other duties as assigned by Director of Chancery Court or Chancery Court Judges.

Paralegal, Legal Division

- Serves as paralegal of the Legal Division of the Administrative Office of the Courts.
- Assist in research projects for the Judicial Branch.
- Assist in research and development of court rules.
- Assist in preparation, drafting, and review of Judicial Branch contracts.
- Provide editing to Legal Division as needed.
- Perform technical, specialized, complex, and difficult office administrative work.
- Facilitate meetings.
- Assist in staffing various committees and sub-committees.
- Provide coverage for library circulation and assist with other library duties as needed.
- Assist with Judicial Learning Center tours as needed.
- Work in a team environment and establish and maintain effective and positive relationships with others.
- Perform other duties as assigned by Chief Legal Officer.

This position requires an ability to:

- Learn Judicial Branch software applications and systems.
- Research, evaluate, and prepare legal memoranda.
- Organize, implement, and maintain a variety of projects and functions simultaneously.
- Research information and compile data.
- Establish and maintain effective working relationships with judges, attorneys, other agencies, and the public.
- Discreetly keep or use confidential information.

- Communicate honestly and effectively.
- Work in a team environment and establish and maintain effective and positive relationships with others.
- Maintain accurate and up-to-date records and documentation.
- Travel to include overnight stays.

This position requires skills in:

- Skill in legal research.
- Skill in organizing issues, ideas, and legal principles in clear and concise oral and written presentations.
- Skill in organizing and prioritizing multiple tasks.

This position involves knowledge of:

- Knowledge of planning, managing, and implementing multiple projects.
- Knowledge of Wyoming's court system, including the statutes and rules governing Chancery Court.
- Knowledge in use of information technology systems and interest in becoming proficient in using case management, electronic filing, and other court 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 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.
- Travel.

Information about the qualifications and terms

Qualifications:

Education: Associates degree preferably in a legal field of study.

Work Experience: 5-7 years' work experience as a paralegal, legal assistant, or court clerk.

Preference may be given to Certified Legal Assistant (CLA) or Certified Paralegal (CP) applicants or those applicants with a Juris Doctorate from an ABA accredited law school.

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.