



Wyoming Judicial Branch Position Announcement

Job Title: Circuit Court Chief Clerk

Location: Big Horn County Circuit Court, Basin

Salary: \$68,000 - \$75,784 annually

Closing Date: Open until Filled.

The Big Horn County Circuit Court, located in Basin, Wyoming, seeks to hire a Chief Clerk to administer the operation and procedures of a Circuit Court. At a supervisory level, this position prepares and processes court documents, performs judicial procedures, and works with the court case management system as well as assists with the accounting and financial records of the court. Work is performed under the general supervision of the judge.

Information about the Court and Community

The Big Horn County Circuit Court presides over misdemeanor, small claims, civil forcible entry and detainer, and extradition cases. It also issues protection orders. The Court is in Basin, Wyoming which also staffs a satellite office in Lovell, Wyoming. The communities in Big Horn County exemplify the Old West traditions of hard work, self-sufficiency, and mutual support. Their farms are second to none in sugar beet, grain, bean, and hay production. Many sights of historical and natural interest are easily accessed and enjoyed on a tour through Big Horn County. Outdoor recreationists find a wealth of wild game, fish, and outdoor scenery.

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, disability insurance, ambulance coverage, and Employee Assistance Program; paid annual, sick and holiday leave, and much more.

Information about the Position

This position supervises Circuit Court Clerks and is responsible for implementing rules and procedures set forth by the Circuit Court Judge and Supreme Court and in accordance with State statute. Essential functions of this position include the following:

- Responsible for operational and administrative direction and supervision of the court. Oversee and maintain the court records and the flow of work processed through court in a timely and effective manner.
- Plan, organize, and coordinate the work of assigned employees; make hiring decisions and ensure new employees receive proper training; prepare performance evaluations; make recommendations to the judge for performance related employment actions.

- Analyze court dockets and operations to develop processes that will improve case management and court services. Establish rules, procedures and/or standards which best achieve a productive work force.
- Manage the court schedule to ensure proper staffing coverage. Review and approve leave requests and weekly timesheets.
- Manage the court's jury operations including the efficient use of state and citizen's time and resources.
- Supervise and maintain records for auditing, docketing, statistical and historical retrieval.
- Resolve problems and questions regarding work methods and processes presented by employees.
- Provides training to clerks on Circuit Court operations. Reviews the work of other clerks to assist with training and ensure procedures are being followed.
- Prepare and administer the court budget for the state and county.
- Monitor expenditures to ensure compliance with budget allocations. Approve invoices and submit for payment.
- Prepare fiscal reports including statistics, calendars, disposition charts, and data relative to the cases before the court.
- Manage court bank accounts in accordance with Supreme Court internal auditors' guidelines.
- Supervise other related accounting and financial activities conforming with the Supreme Court internal auditors' requirements.
- Attend regular Chief Clerk meetings. Stay up to date on court policies and procedures. Communicate changes to staff and ensure compliance with new or revised policies and procedures.
- Authorize access to court records.
- Perform quality control audits to ensure accuracy of court records.
- Complete and maintain an accurate filing system.
- Maintain, liaison and coordinate court operations with representatives of allied government agencies.
- Calmly resolve disputes with angry and irrational customers, both in person and on the phone.
- Manage court fixed assets and ensure inventory procedures are followed.
- Report any areas of concern to the judge.
- Manage a caseload, cash drawer, and perform all duties as expected of a clerk, senior clerk, and deputy clerk.
- Perform other related duties as assigned by the Circuit Court Judge.

Knowledge, Skills & Abilities:

This position requires an ability to:

- Supervise and delegate the work of others; apply general management principles to specific organizational and operational problems; communicate effectively (verbally and in writing); establish and maintain effective working relationships with employees, representatives of various agencies and members of the public.
- Professionally and courteously deal with people, to include co-workers, other judges, and the public beyond giving and receiving instructions, including being adaptable to performing under varied levels of stress.

- Consistently demonstrates analytical ability, administrative skills, ingenuity, and independent judgment.
- Train others on policies, procedures, accounting principles and use/maintenance of equipment.
- Attend work on a regular basis, including arriving at work on time.
- Travel on occasion to include overnight stays.

This position requires skills in:

- Assessing, evaluating, prioritizing, and handling multiple tasks, projects, and demands.
- Working within deadlines to complete projects and assignments.
- Establishing and maintaining effective work relations with co-workers 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 reports.

This position involves knowledge of:

- Circuit Court policies, processes, and procedures.
- Legal requirements for court operations and case processing.
- General office procedures; proper grammar, spelling, and punctuation. Proficient skill in typing, word processing, proofreading and general filing.
- Budgeting and purchasing procedures.
- Applicable State and Federal rules, codes, and regulations.
- State and County policies and procedures.
- Legal terminology.
- Principles and protocols for managing official documents and records.
- Principles of file and records management.

Physical Demands:

This position requires mobility to work in a typical office setting. The applicant must have the ability to:

- Use standard office equipment.
- Stand and/or walk for a period of time.
- 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.
- Ability to lift up to 25 pounds.
- Occasional work in the evenings and weekends may be required.
- Occasional travel.

Information about the qualifications and terms

Requires a High school graduate or GED equivalent with at least three (3) years' work experience as a court clerk, legal assistant, or paralegal plus one (1) or more years of supervisory experience.

Preference will be given to applicants who meet the requirements and have experience in in State of Wyoming court systems including state, county, or municipal courts.

Terms:

Employment is “at will.”

FLSA: Exempt.

The Big Horn County 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, 2301 Capitol Avenue, Cheyenne, WY 82002; or via email to 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.