



## Wyoming Judicial Branch Position Announcement

**Job Title:** General Counsel

**Location:** Administrative Office of the Courts

**Salary Range:** \$95,000 - \$109,000 annually

**Closing Date:** Open until Filled.

The Administrative Office of the Courts (AOC), located in Cheyenne, Wyoming, seeks to hire a General Counsel to provide legal assistance and services to members of the Judicial Branch and further the projects and initiatives of the Judicial Council, Administrative Office of the Courts, and the courts throughout the state. General Counsel will review Judicial Branch policies, procedures, and practices on a regular basis to ensure compliance with federal and state law. The position calls for the exercise of discretion and professional judgment to advise Court Administration and the wider Judicial Branch.

### Information about the Court and Community

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

### Information about the Position

Supervisory responsibility:

The General Counsel supervises two employees in the State Law Library. This position is responsible for professional development opportunities for staff, dispute resolution, mentoring, training, and making decisions regarding hiring, termination, and corrective action.

Job duties include the following:

- Serve as in-house counsel in all areas of law, and especially in the areas of employment, contract, procurement, civil rights, and court rules and administration.
- Perform legal research and analysis.
- Draft legal memoranda on complex legal issues that arise in and involve the Wyoming judiciary.

- Respond to specific legal questions and provide legal advice and opinions on matters relating to administration of the courts.
- Research and answer legal questions that arise in courts. Draft legal memoranda on complex legal issues that arise and involve the administration and operation of the Judicial Branch. Research and answer day-to-day legal questions that arise in various divisions of Court Administration.
- Advise management on personnel issues and ensure compliance with applicable employment laws, civil right laws, personnel, and other rules, regulations, and Judicial Branch policies and procedures.
- Assist with drafting or the review of drafts of proposed changes to court rules. Attend rule-related meetings as needed.
- Monitor and analyze the impacts of proposed changes to laws, rules, and procedures, and disseminate case law that impacts the Branch.
- Evaluate Branch processes and recommend policies and procedures to ensure uniform compliance with statutory and constitutional provisions, case law, and Court Rules.
- Review statutes, rules, and case law; and recommend policy, procedural, and program changes.
- Draft and negotiate complex contracts, including information technology contracts.
- Perform complex or novel special assignments from the State Court Administrator.
- Staff various committees as needed, including drafting agendas, gathering materials, researching legal and policy issues, providing information to the committees to assist them in making informed decisions.
- Oversee management of the Judicial Learning Center by the State Law Librarian.
- Provide possible solutions for various issues that arise regarding library management. Meet with library staff as needed.
- Be accountable and take responsibility for staff performances and outcomes. Hold staff members accountable for their responsibilities.
- Delegate effectively and empower staff members.
- Foster a collaborative and positive team environment, promoting effective communication and knowledge sharing.
- Assist with legal research requests for the library as needed.
- Research solutions to administrative issues as they arise.
- Engage in outreach to other state agencies and attorneys regarding solutions to legal issues that arise in the administration and operation of the courts and the Branch.
- Ensure compliance with federal laws such as ADA, FLSA, Title VI of Civil Rights Act and FMLA.
- Other duties as assigned.

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 Judicial Branch 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.
- Federal employment and civil rights law.
- 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 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.
- Have contact with others and respond to external customers.
- Lift up to thirty (30) pounds at times.
- Travel.

### **Information about the qualifications and terms**

Qualifications:

Education: Juris Doctor Degree from an ABA accredited law school.

Work Experience: The ideal candidate will have five (5) or more years of relevant work experience.

Membership in the Wyoming State Bar

Terms:

Employment is “at will.”

FLSA: Exempt.

The Administrative Office of the Courts 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](mailto: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.