



Wyoming Judicial Branch Position Announcement

Job Title: Communications Director

Location: Administrative Office of the Courts

Salary Range: \$90,000 - \$109,000 annually

Closing Date: Open until Filled.

The Administrative Office of the Courts (AOC), located in Cheyenne, Wyoming, seeks to hire a Communications Director to develop and implement strategic communication and outreach initiatives. This position is responsible for fostering transparency, increasing public awareness, and promoting trust in the judicial system by managing internal and external communications, media relations, and community engagement.

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:

This position functions as a subject matter expert and provides direction and guidance to others on communication matters.

Job duties include the following:

- Serve as the primary media spokesperson for the Judicial Branch, coordinating timely and accurate responses to media inquiries.
- Develop and maintain press releases, media kits, fact sheets, and other communication materials.
- Monitor media coverage and maintain a consistent and proactive media presence.
- Provide guidance to justices, judges, and court personnel regarding their interaction with the media.
- Prepare press summaries and provide media assistance for high-profile proceedings.

- Identify spokespeople and get quotes for news releases, articles, media, etc.
- Maintain media contacts statewide.
- Develop and implement a comprehensive communications strategy aligned with the Judicial Branch's mission and strategic plan.
- Coordinate public messaging, crisis communication protocols, and response strategies.
- Manage website content and oversee social media platforms to ensure messaging is timely, accurate, and accessible.
- Handle crisis communications in high-profile situations.
- Serve as an advisor for individuals within the Branch regarding communication matters and change management initiatives.
- Plan, schedule, and script special events, such as ceremonial sessions of the court or swearing in of new judges and attorneys.
- Take a leadership role in all change management initiatives, particularly related to communications elements.
- Assess and report on the effectiveness of communication strategies.
- Receive, screen, and respond to requests for information in a timely manner.
- Assist with planning and executing internal and external communications related to large, enterprise-wide implementations and strategic plan initiatives.
- Build and maintain positive relationships with community organizations, stakeholders, educational institutions, and the public.
- Plan, organize, and attend public events, forums, and educational outreach programs to promote judicial awareness and civic engagement.
- Coordinate initiatives such as Law Day, courthouse tours, and speaker programs.
- Serve as Judicial Branch webmaster for Branch website and social media.
- Plan, implement, and evaluate integrated, multi-audience communications in support of Branch goals, objectives, and priority programs.
- Develop, design and/or edit Branch publications including an annual report, brochures, and legislative documents.
- Gather information and materials to support audience messaging through design. Create designs that capture the attention of various audiences and support the intended message.
- Conduct outreach with other justice partners to develop educational and informational materials for the public.
- Develop and distribute educational and informational materials for the public about the work of the judiciary.
- Collaborate with court staff, judges, and administrators to ensure clear, consistent communication across the judicial system.
- Develop internal newsletters, updates, and informational campaigns to enhance staff awareness and morale.
- Develop and recommend internal communication strategies to enhance employee and judges understanding of Branch initiatives and priorities.
- Compile relevant data to be communicated to justices, judges, attorneys, media, and the public.
- Attend technical or professional seminars or conferences to improve professional skills.

- Work with IT staff to manage internal and external website design.
- Take photographs at events as needed for archival/publications/publicity use.
- Assist new justices/judges with obtaining robes.
- Ensure up-to-date Supreme Court justice photos.
- Assist the State Court Administrator in staffing the Legislative Relations Committee.
- Attend legislative meetings and hearings relevant to the judiciary.
- Monitor and track legislative session activity, including bills and amendments impacting the judiciary.
- Develop and maintain relationships with legislative staff and other government liaisons to facilitate information sharing.
- Coordinate with judicial leadership to ensure consistent messaging and understanding of legislative impacts.
- Prepare briefing materials, reports, and updates for internal use regarding legislative matters.
- Respond to legislative inquiries in coordination with appropriate judicial personnel.
- Monitor legislative calendars and committee schedules to anticipate judiciary-related discussions.
- Develop materials and presentations for legislative meetings and legislative outreach.
- Perform other duties as assigned by the State Court Administrator.

This position requires an ability to:

- Exceptional written and verbal communication skills.
- Strong understanding of media relations, public sector communications, and digital media strategies.
- Ability to communicate complex legal and judicial concepts in a clear, accessible manner.
- Experience with content management systems, social media platforms, and design tools (e.g., Adobe Creative Suite or Canva) a plus.
- Strong organizational skills and the ability to manage multiple projects and deadlines.
- High degree of professionalism, discretion, and judgment in dealing with sensitive or confidential matters.
- Work collaboratively with diverse stakeholders
- Prepare, present, and manage program budget.
- Accurately compile information and prepare reports.
- Communicate clearly and concisely, both orally and in writing, to include public speaking.
- Travel, to include overnight stays.

This position requires skills in:

- WordPress and Adobe Suite
- Data collection, analysis, and reporting to include interpretation and evaluation of information regarding communication strategies.
- Strategic planning.
- Conferring with a wide variety of stakeholder in situations that require tact.
- Analyzing issues and developing solutions.
- Troubleshooting and resolving problems.

This position involves knowledge of:

- Knowledge of Wyoming's judicial system, court processes, and public policy landscape.
- Bilingual or multilingual skills (particularly Spanish) are desirable.
- Applicable federal and state laws, rules, and regulations pertaining to the Judicial Branch.
- The legal system, including criminal and civil court proceedings.
- The state Supreme Court, district courts, chancery court, circuit courts, municipal courts, and treatment and diversion courts.
- Microsoft Office Suite.

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: Bachelor's degree in communications, public relations, journalism, public administration, or related field.

Work Experience: The ideal candidate will have five (5) or more years of relevant work experience in public relations, media relations, or community engagement, preferably in a government or legal setting.

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.

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.