



Wyoming Judicial Branch Position Announcement

Job Title: Circuit Court Clerk

Location: Sweetwater County Circuit Court, Rock Springs

Salary: \$50,000 - \$58,000

Closing Date: Open until Filled

The Sweetwater County Circuit Court, located in Rock Springs, Wyoming, seeks to hire a full-time Clerk to prepare and process court documents, perform judicial procedures, and work with the court case management system. This position assists with the accounting and financial records of the court. 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 Sweetwater County Circuit Court presides over misdemeanor, small claims, civil, forcible entry, and detainer cases as well as issues protection orders. The Court is located in Rock Springs, Wyoming which is a diverse city richly steeped in western history and coal mining. Rock Springs is in southwest Wyoming and is home to amazing outdoor experiences. Rock Springs has a reputation of being a very friendly, helpful, and welcoming community.

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 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:

Customer Service

- Provides customer service with a high volume of pro se litigants by providing general procedural information without giving legal advice either in person or on the phone.
- Maintain a professional and courteous demeanor when interacting with individuals in person, over the phone, or via email.
- Address and resolve issues and concerns raised by customers in a timely and effective manner.

Case Management

- Uses the case management system to track cases as follows: 1) Open cases – determine case type, cause of action, and assess and receipt filing fee if required. 2) Docket cases – review documents and determine appropriate event codes, enter data, scan documents, and link related scanned images. 3) Case dispositions – determine and enter closing events, disposition type and judgement details.
- Processes, maintains, and distributes documents, files, and case materials such as bench warrants, petitions to revoke, subpoenas, and appeals.
- Prepares, proofreads, edits, and mails out documents such as notices and final orders.
- Schedules and tracks deadlines to move cases forward and meet procedural requirements.

Bookkeeping

- Collects fees, fines, bond money, garnishments, and restitution. Applies credits to appropriate cases and issues receipts.
- Balance cash drawer by payment type and ensure accuracy in the case management system.
- May prepare end of day reports and balance daily receipts to reports. May prepare deposits and assure that they are taken to the bank daily. May disburse monies according to established procedures. May assist in end-of-month procedures as requested.

Courtroom Support

- Calendars court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- Takes understandable and legible notes of all court proceedings; operates automated court recording system and assures proceedings are recorded with minimal defects.
- Performs follow-up work after court sessions; distributes judicial orders; posts information generated during court sessions to case files; prepares and routes copies, certified, if necessary, and maintains payment schedules.
- May issue jury summons; maintain list and process payments to jurors; and send copies of questionnaires to appropriate counsel.

Recordkeeping

- Assists in the preparation of files for storage, drug court procedures, and any other duty assigned.
- Verifies legitimacy of requests for access to court information, ensuring that confidential information is redacted from the public file.
- Prepares record checks by searching indexes and/or documents to obtain and verify information.
- Efficiently collects, opens, sorts, distributes, and/or sends postal mail, email, or other information. May be responsible for court correspondence.

Performs other related duties as assigned by the Circuit Court Chief Clerk or Judge.

Knowledge, Skills & Abilities

This position requires an ability to:

- Professionally and courteously deal with people, including 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.
- Attend work on a regular basis, including arriving at work on time.

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 Circuit 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.
- 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.
- Frequently stand and/or walk short distances.
- Read printed materials and computer screens.
- Communicate in person, over the phone, or virtually.
- Ability to attend work on a regular basis, including arriving at work on time.
- Ability to lift, up to 25 pounds.
- Occasional evenings and weekends may be required.
- Occasional travel.

Information about the qualifications and terms

Requires a high school diploma or GED equivalent with at least one (1) 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 (2) years administrative or executive assistant experience.
- Bookkeeping experience.

Terms:

Employment is “at will.”

FLSA: Non-Exempt.

The Sweetwater 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 Coordinator, 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.