



Wyoming Judicial Branch Position Announcement

Job Title: Senior Counsel

Location: Administrative Office of the Courts

Salary Range: \$94,000 - \$103,000 annually

Closing Date: Open until Filled.

The Administrative Office of the Courts (AOC), located in Cheyenne, Wyoming, seeks to hire a Senior Counsel to provide legal assistance and services to members of the Judicial Branch and further the projects and initiatives of the Judicial Council, Supreme Court, Administrative Office of the Courts, and the circuit, district, and chancery courts throughout the state. Senior 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 the Chief Legal Officer, Court Administration, and wider Judicial Branch. Remote work options may be available.

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 does not have supervisory duties however; as a subject matter expert, this position provides direction and guidance to others on various legal matters.

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 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 to the Chief Justice, judges, court executive officers, and management.
- 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 reviewing, analyzing, and advising judges and senior court administration on proposed and final legislation. Assist with drafting and the review of drafts of proposed legislation. Testify at legislative committee meetings. Attend legislative meetings as needed or requested.
- 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.
- Assist with various management programs for the Branch including, but not limited to, pilot projects, and other Branch improvement projects.
- Prepare for committee work by researching legal and policy issues to be addressed by committee. Prepare information for committee leadership and members.
- Draft, negotiate or review contracts.
- Develop and conduct training for the Judicial Branch, judges, and staff.
- Assist with the development and enhancement of problem-solving courts and diversion programs.
- Other duties as assigned by the Chief Legal Officer.

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 25 pounds at times.
- Travel.

Information about the qualifications and terms

Qualifications:

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

Work Experience: Seven (7) or more years of work experience as a practicing or in-house attorney.

Membership in the Wyoming State Bar required within one (1) year of hire.

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 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.