



## Wyoming Judicial Branch Position Announcement

**Job Title:** Data Management Coordinator

**Location:** Administrative Office of the Courts

**Salary Range:** \$60,000 - \$70,000 annually

**Closing Date:** Open until Filled.

The Administrative Office of the Courts (AOC), located in Cheyenne, Wyoming, seeks to hire a Data Management Coordinator to manage data within the Wyoming Judicial Branch. The Data Management Coordinator will evaluate data entry methods and procedures to determine the most effective way to ensure accurate data for the Branch. This position will provide support and training with data entry into Branch business systems and assess data entry problem areas. Travel may be required.

### 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

This position will become an expert in the use of Wyoming Judicial Branch software applications and case management systems to provide support and training to court staff and other partners.

Supervisory responsibility:

This position does not have supervisory duties; however, as a subject matter expert this position provides direction, training, and guidance to others on appropriate data entry processes and procedures.

Job duties include the following:

- Provide expertise on effectively tracking data relating to court clerk operations and functions.

- Provide support to internal and external customers on data input and properly documenting cases in court software systems. Assist staff with data entry methods.
- Assist in establishing standards for data collection and data input practices. Draft policies related to data governance. Work with Data Team to audit data and data entry practices to ensure accuracy.
- Track defects with data entry and assist with root cause analysis for functional issues to develop education for recurring problems.
- Assess data training needs by reviewing current data issues, future data needs and employee skillsets regarding data entry. Analyze, design, and provide data entry training to reduce inaccuracies and increase self-sufficiency amongst end users.
- Prepare training opportunities for staff. Determine course content, prepare materials, and schedule training both in office and on location.
- Respond to data analytics inquiries and provide advice to Branch staff regarding current and potential system inputs, processes, and outputs.
- Work to solve organizational data problems by analyzing processes, workflows, and planning activities to identify opportunities for automation or improvement.
- Act as a liaison with the Applications Team, Education Team, and Data Team troubleshooting issues to ensure system functionality and continuity of data.
- Assess, test, and evaluate software upgrade options to determine data reliability. Determine how changes to the software will affect the data outputs needed from the system.
- Develop procedures and draft necessary guidance for proper data entry methods.
- Act as the subject matter expert for the Data Team, providing court process expertise for reporting and testing support for internally developed software applications.
- All other duties and projects as assigned by the Chief Technology Officer.

This position requires an ability to:

- Effectively educate and train adult learners.
- Work effectively with others and maintain cooperative working relationships.
- Communicate clearly, concisely, and effectively with team members and end users.
- Identify issues, analyze facts, recommend solutions, and take appropriate action.
- Exercise flexibility and good judgment.
- Work in a team-oriented, collaborative environment.
- Adapt to change.
- Learn quickly and creatively solve new problems.
- Travel to include overnight stays.

This position requires skills in:

- Data analysis and management.
- Analyzing issues and developing solutions.
- Troubleshooting and resolving problems.

- Ability to train one-on-one, in a classroom, or online.
- Ability to present ideas in user-friendly language.

This position involves knowledge of:

- Wyoming Judicial Branch case management systems.
- Court process and procedure.
- Principles and protocols for managing data and records.
- Training needs assessments and instructional design.
- Wyoming laws and statutes.
- Report software, spreadsheets, graphs, and flow charts.
- Microsoft Office 365.

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: bachelor's degree in criminal justice, education, communications, business, or closely related field.

Work Experience: Three (3) or more years of business analyst, court operations, or case management experience. A minimum of six (6) years of work experience is required without a degree.

Preference may be given to candidates with direct knowledge and work experience with Branch business applications, court operations, and/or case management systems.

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](mailto:breed@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.