



Wyoming Judicial Branch Position Announcement

Job Title: Law Clerk

Location: 1st Judicial District Court, Cheyenne

Salary Range: \$72,000 - \$88,000 annually

Closing Date: Open until filled

If you are interested in a challenging and dynamic legal position, the First Judicial District Court, Laramie County, Wyoming, seeks to hire a Law Clerk to join the rest of the team supporting the work of Judge-Select, the Honorable Robin Cooley.

What You'll Be Doing: As a Law Clerk, you will get the opportunity to attend hearings and jury trials, conduct professional legal research and provide critical support to Judge-Select Cooley. You may also get the opportunity to act as the District Court Commissioner for Title 25, Involuntary Hospitalization hearings. In addition, you will be asked to work with Judge-Select Cooley to craft memoranda, opinions, jury instructions, and orders. Your work will contribute to the judge's decision-making process, as an integral part of ensuring fair decisions based on the facts presented in diverse cases.

About Us: The District Court presides over a variety of cases, ranging from felony criminal matters to large civil cases, domestic relations, mental health, juvenile, and probate issues. The Court also hears appeals from lower court and administrative decisions, making a meaningful impact on the community. Our home is in the vibrant city of Cheyenne, Wyoming, covering the diverse landscape of Laramie County.

Why Join Us? The Perks Are Fantastic! In addition to the challenge, the job comes with a competitive annual salary, and working with the Wyoming Judicial Branch comes with great benefits. As a valued member of the judicial staff, you will enjoy the State of Wyoming retirement pension, a 457 Deferred Compensation Plan, and an affordable health insurance package that includes health, dental, life, vision, disability insurance, ambulance coverage, pet insurance, and an Employee Assistance Program. Plus, you will get well-deserved paid time off to recharge and enjoy life outside the courtroom.

Your Compensation: Your salary will be determined based on your valuable work experience as an attorney, recognizing your expertise and contributions to the legal field.

More Information about the Position

Job duties include the following:

- Review, search, and annotate laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Extensive legal research of the law for issues arising during hearings and trials.
- Research and construct legal memoranda, statement of issues involved, opinions, and judgments for review by the judge.

- Observe judicial proceedings. Attend court sessions to hear oral arguments, record necessary case information, and maintain notes attendant to court proceedings.
- Prepare jury instructions and verdict forms. Assist with trial questions from counsel. Ensure the courtroom is ready for trial. Ensure computer equipment is functioning properly.
- Track the docket including new and pending appeals.
- Compile references on laws and decisions necessary for legal determinations.
- Confer with the judge concerning legal questions, construction of documents, factual issues, and orders.
- Attend conferences with litigants, attorneys, and the judge. May conduct scheduling conferences for civil matters.
- Act as a liaison between the District Court and attorneys, the public, the clerk's office, the University of Wyoming Law School, and other stakeholders.
- Expected to perform such other duties as may be necessary, assigned, and/or directed.

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 court 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.
- 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 or stand for prolonged periods and work on a computer.
- Stand and/or walk occasionally to frequently.
- Read printed materials and computer screens.
- Communicate in person, by e-mail, video, or over the phone.
- Travel.

Information about the qualifications and terms

Qualifications:

- Juris Doctor Degree from an ABA accredited law school.
- Be admitted to practice law in Wyoming within one year of appointment.

Preference may be given to applicants with work experience as a law clerk or practicing attorney.

Terms:

Employment is "AT WILL."

FLSA: Exempt.

The First Judicial District Court is an independent State Agency under the Wyoming Judicial Branch and a State of Wyoming employer.

Applications. Interested applicants must submit a letter of interest in the position, together with a summary or outline of qualifications and experience, and one legal writing sample completed solely by the applicant not exceeding ten pages in length (on 8½ X 11 paper) to Recruiter, Wyoming Supreme Court, 2301 Capitol Avenue, Cheyenne, WY 82002; Email: 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.