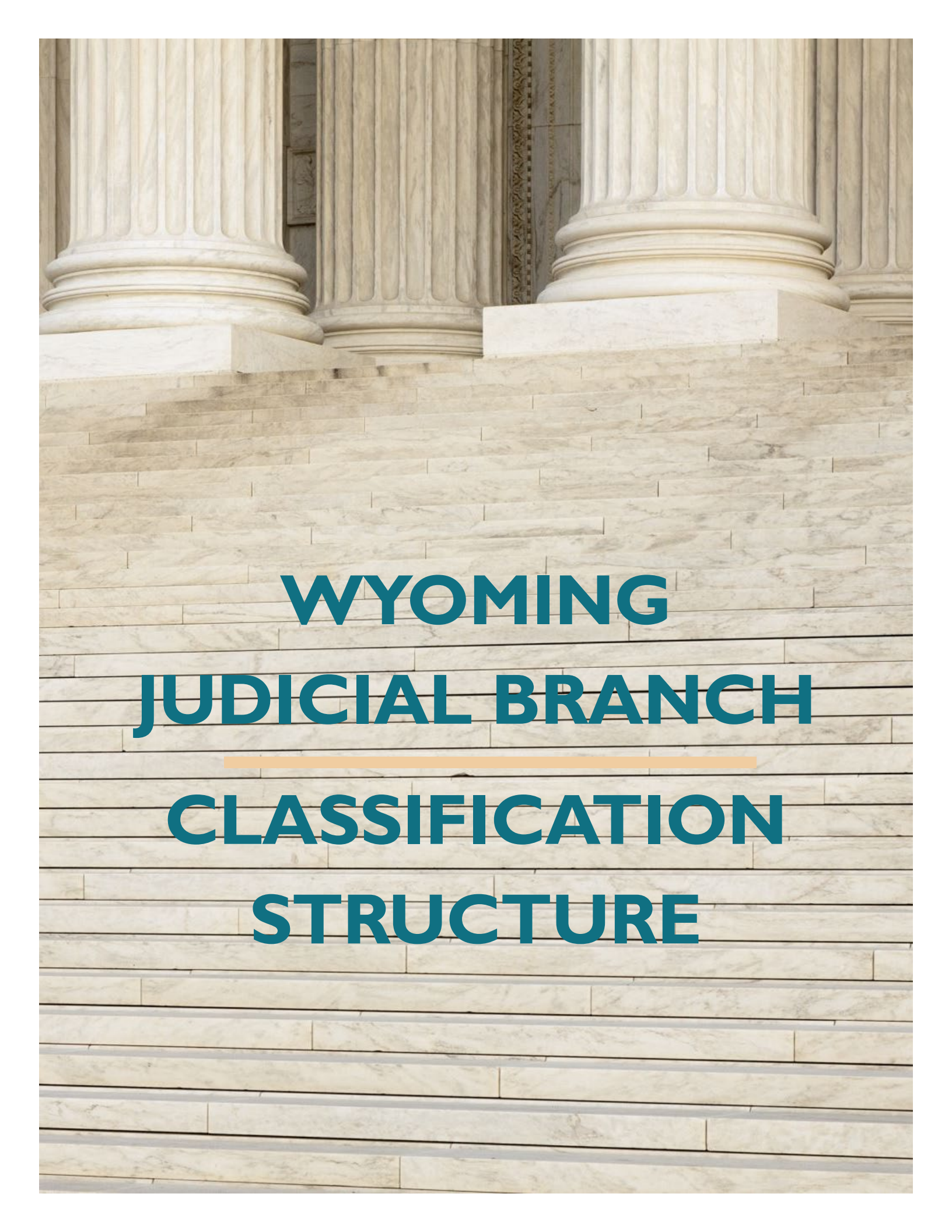


The background of the slide is a photograph of a classical building's exterior. It features several large, fluted columns made of light-colored stone. In the foreground, there are wide, shallow steps made of the same stone, leading up towards the columns. The lighting is bright, casting soft shadows.

# **WYOMING JUDICIAL BRANCH CLASSIFICATION STRUCTURE**

---



# TABLE OF CONTENTS

---

INTRODUCTION..... 3

I. CLASS FAMILIES:

Judicial Services and Operations..... 4

Attorneys .....4

Court Operations .....5

2. CLASS FAMILIES:

Administrative Office of the Courts..... 6

Business Operations .....6

Computer Information Services .....6

Court Services .....7

Executive Leadership .....8

Legal Services .....8

# INTRODUCTION

---

Job evaluation is a basic building block of the Wyoming Judicial Branch (Branch) classification structure because it provides a systematic tool for analyzing the content of a job and grouping it into a classification with other jobs of similar job content. It is also a means by which to establish the relativity of one classification to another. Job evaluation begins with a description of the duties and responsibilities of a given position to measure its relative value. To ensure objectivity, the focus of job evaluation is the nature and requirements of the job itself, not the person performing the job. The evaluation is based on the job's requirements assuming that job standards are fully met.

To evaluate our jobs, we use the *Hay Method of Job Evaluation*, which is the most widely used job evaluation system in the world. This evaluation method measures each job's requirements against the three key job content factors found in every job -- Know-How, Problem Solving, and Accountability.

- Know-How: The sum of every kind of skill, however acquired, required for fully competent job performance.
- Problem Solving: The original, self-starting thinking required by the job to identify, define, and resolve problems.
- Accountability: The measured effect of the job on end results.

Job duties are measured using the factors above and points are assigned based on various components within each of these factors. The total of all points then determines the appropriate pay grade (e.g., L, M, N, O, R, S) for the position.

The Branch assigns positions to a classification based on the job evaluation.

- Class families are jobs that consist of similar work.
- Grade is the range of points for a specific level of responsibility and job content. A class family will have multiple grades for varying levels of responsibility.
- Pay ranges for each grade are assigned based on the market pay ranges used by the State of Wyoming Executive Branch. The pay range displayed in this document denotes the minimum to market pay range. The maximum pay for each pay range is 20% above market.
- Annual salaries are designated for full-time employees. Part-time employees are paid a percentage of this rate based on the percentage of full-time employment (i.e. a 20-hour per week employee works 50% of full-time making the pay rate 50% of the annual rate).

There may be some positions for which the market is paying a premium over others in the same job grade or with additional temporary duties which may receive additional compensation. These positions are denoted with an asterisk (\*).

---

\*Denotes a premium or add-on pay position

# 1. CLASS FAMILIES:

## JUDICIAL SERVICES AND OPERATIONS

This family of positions provides a variety of services to promote access to justice through timely, fair, and impartial resolution of legal disputes. Housed in the Supreme, District, Chancery and Circuit Courts, these positions perform legal research; prepare and process court documents; create court records; and manage documents in the court case management systems.

### Attorneys

- Positions in this group support a Supreme Court justice, a District Court judge, or a Chancery Court judge. These positions prepare memoranda, opinions, jury instructions, and/or orders. They also support decision-making processes by ensuring information and facts are presented for various legal questions. Work is performed under general to limited supervision. These positions exercise considerable legal judgment and reasoning. A Juris Doctor (JD) is required for this position group as well as admission to the Wyoming Bar.

| Job Title                                  | Pay Grade | Pay Range<br>Minimum | Market    |
|--------------------------------------------|-----------|----------------------|-----------|
| <u>Supreme Court Senior Staff Attorney</u> | S         | \$103,626            | \$129,521 |
| <u>Supreme Court Staff Attorney III</u>    | R         | \$94,640             | \$118,290 |
| <u>District Court Staff Attorney III</u>   | R         | \$94,640             | \$118,290 |
| <u>Supreme Court Staff Attorney II</u>     | Q         | \$86,424             | \$108,035 |
| <u>District Court Staff Attorney II</u>    | Q         | \$86,424             | \$108,035 |
| <u>Supreme Court Staff Attorney I</u>      | P         | \$78,915             | \$98,654  |
| <u>District Court Staff Attorney I</u>     | P         | \$78,915             | \$98,654  |
| <u>Supreme Court Law Clerk</u>             | O         | \$72,093             | \$90,106  |
| <u>District Court Law Clerk</u>            | O         | \$72,093             | \$90,106  |
| Chancery Court Law Clerk                   | O         | \$72,093             | \$90,106  |

\*Denotes a premium or add-on pay position

## Court Operations

- Positions in this group perform judicial procedures as well as assist with the accounting and financial records of the court. Positions in this group may require secondary education in legal studies or work experience as a paralegal, legal assistant, or executive assistant. Work is performed under limited to direct supervision of a justice/judge or court clerk.

| Job Title                                  | Pay Grade | Pay Range Minimum | Market   |
|--------------------------------------------|-----------|-------------------|----------|
| <u>Supreme Court Clerk of Court</u>        | O         | \$72,093          | \$90,106 |
| <u>Circuit Court Chief Clerk II</u>        | O         | \$72,093          | \$90,106 |
| <u>Chief's Judicial Assistant</u>          | N*        | \$65,832          | \$82,285 |
| <u>Chancery Clerk of Court</u>             | N         | \$65,832          | \$82,285 |
| <u>Supreme Court Judicial Assistant</u>    | N         | \$65,832          | \$82,285 |
| <u>District Court Judicial Assistant</u>   | N         | \$65,832          | \$82,285 |
| <u>Circuit Court Chief Clerk I</u>         | N         | \$65,832          | \$82,285 |
| <u>Supreme Court Deputy Clerk of Court</u> | M         | \$60,112          | \$75,150 |
| <u>Official Court Reporter<sup>1</sup></u> | M*        | \$60,112          | \$75,150 |
| <u>Circuit Court Deputy Clerk</u>          | M         | \$60,112          | \$75,150 |
| <u>Circuit Court Senior Clerk</u>          | L         | \$54,912          | \$68,640 |
| <u>District Court Legal Assistant</u>      | K         | \$50,149          | \$62,691 |
| <u>Circuit Court Clerk</u>                 | K         | \$50,149          | \$62,691 |

<sup>1</sup> CRR Certified Court Reporters receive a 10% differential added to the pay range

\*Denotes a premium or add-on pay position

## 2. CLASS FAMILIES:

### ADMINISTRATIVE OFFICE OF THE COURTS

This family of positions performs a variety of professional activities and oversees specific Branch programs. Housed in the Administrative Office of the Courts (AOC), these positions are responsible for the coordination, planning, implementation, and completion of program initiatives. Positions in this family require secondary education or work experience in the specific area of expertise. Work is performed under limited to general supervision.

#### Business Operations

- Positions in this group perform a variety of functions to support business operations of the Branch to include fiscal/accounting, human resources (HR), education, project management, and administrative assistance. Positions in this group require secondary education or work experience in the specific area of expertise.

| Job Title                                     | Pay Grade | Pay Range Minimum | Market    |
|-----------------------------------------------|-----------|-------------------|-----------|
| <u>Business Operations Manager</u>            | R         | \$94,640          | \$118,290 |
| <u>Business Operations Supervisor</u>         | Q         | \$86,424          | \$108,035 |
| <u>Business Operations Team Lead II</u>       | P         | \$78,915          | \$98,654  |
| <u>Business Operations Team Lead I</u>        | O         | \$72,093          | \$90,106  |
| <u>Business Operations Analyst</u>            | N         | \$65,832          | \$82,285  |
| <u>Business Operations Specialist</u>         | M         | \$60,112          | \$75,150  |
| <u>Senior Business Operations Coordinator</u> | L         | \$54,912          | \$68,640  |
| <u>Business Operations Coordinator</u>        | K         | \$50,149          | \$62,691  |
| <u>Business Operations Assistant</u>          | J         | \$45,802          | \$57,262  |

#### Computer Information Services

- Positions in this group perform a variety of functions to support computer technology and information needs of the Branch. These positions support the infrastructure, network, security, software, and digital information of the Branch to include configuration, communication, process analysis, and training of various applications. Positions in this family require secondary education or work experience in the specific area of expertise or applicable IT certification. These positions are responsible for a busy help desk.

\*Denotes a premium or add-on pay position

| <b>Job Title</b>                               | <b>Pay Grade</b> | <b>Pay Range<br/>Minimum</b> | <b>Market</b> |
|------------------------------------------------|------------------|------------------------------|---------------|
| <u>Computer Information Manager</u>            | R                | \$94,640                     | \$118,290     |
| <u>Computer Information Supervisor</u>         | Q                | \$86,424                     | \$108,035     |
| <u>Computer Information Team Lead II</u>       | P                | \$78,915                     | \$98,654      |
| <u>Computer Information Team Lead I</u>        | O                | \$72,093                     | \$90,106      |
| <u>Computer Information Analyst</u>            | N                | \$65,832                     | \$82,285      |
| <u>Computer Information Specialist</u>         | M                | \$60,112                     | \$75,150      |
| <u>Senior Computer Information Coordinator</u> | L                | \$54,912                     | \$68,640      |
| <u>Computer Information Coordinator</u>        | K                | \$50,149                     | \$62,691      |
| <u>Computer Information Assistant</u>          | J                | \$45,802                     | \$57,262      |

## Court Services

- Positions in this group direct or support programs focused on access to justice throughout the State of Wyoming in accordance with the directives of state statute or the Wyoming Judicial Council. Positions in this family require secondary education or work experience in the specific area of expertise.

| <b>Job Title</b>                         | <b>Pay Grade</b> | <b>Pay Range<br/>Minimum</b> | <b>Market</b> |
|------------------------------------------|------------------|------------------------------|---------------|
| <u>Court Services Manager</u>            | R                | \$94,640                     | \$118,290     |
| <u>Court Services Supervisor</u>         | Q                | \$86,424                     | \$108,035     |
| <u>Court Services Team Lead II</u>       | P                | \$78,915                     | \$98,654      |
| <u>Court Services Team Lead I</u>        | O                | \$72,093                     | \$90,106      |
| <u>Court Services Analyst</u>            | N                | \$65,832                     | \$82,285      |
| <u>Court Services Specialist</u>         | M                | \$60,112                     | \$75,150      |
| <u>Senior Court Services Coordinator</u> | L                | \$54,912                     | \$68,640      |
| <u>Court Services Coordinator</u>        | K                | \$50,149                     | \$62,691      |
| <u>Court Services Assistant</u>          | J                | \$45,802                     | \$57,262      |

\*Denotes a premium or add-on pay position

## Executive Leadership

- Positions in this group provide leadership for all aspects of Branch operations with an emphasis on long-term goals and implementing practices and/or programs to carry out the strategic initiatives of the Branch. Positions in this group require secondary education or work experience in a related field and require skill and ability in leading and managing large programs or projects. Professional licensing or certification is preferred.

| Job Title                    | Pay Grade | Pay Range     |              |
|------------------------------|-----------|---------------|--------------|
| <u>Executive Manager VI</u>  | EX17      | \$131,227.20  | \$164,028.80 |
| <u>Executive Manager V</u>   | EX16      | \$123,843.20  | \$154,793.60 |
| <u>Executive Manager IV</u>  | EX15      | \$ 116,854.40 | \$146,057.60 |
| <u>Executive Manager III</u> | EX14      | \$110,281.60  | \$137,841.60 |
| <u>Executive Manager II</u>  | EX13      | \$104,041.60  | \$130,062.40 |
| <u>Executive Manager I</u>   | EX12      | \$98,196.80   | \$122,740.80 |

## Legal Services

- Housed in the Administrative Office of the Courts (AOC), positions in this group provide legal and policy assistance to the members of the Branch and further the initiatives of the Supreme Court, the AOC, and the District, Chancery, and Circuit Courts throughout the state.

| Job Title                         | Pay Grade | Pay Range |           |
|-----------------------------------|-----------|-----------|-----------|
| <u>Legal Services Counsel III</u> | R         | \$94,640  | \$118,290 |
| <u>Legal Services Counsel II</u>  | Q         | \$86,424  | \$108,035 |
| <u>Legal Services Counsel I</u>   | P         | \$78,915  | \$98,654  |
| <u>Legal Services Law Clerk</u>   | O         | \$72,093  | \$90,106  |
| <u>Law Librarian</u>              | N         | \$65,832  | \$82,285  |
| <u>Senior Paralegal</u>           | M         | \$60,112  | \$75,150  |
| <u>Paralegal II</u>               | L         | \$54,912  | \$68,640  |
| <u>Paralegal I</u>                | K         | \$50,149  | \$62,691  |
| <u>Legal Assistant</u>            | J         | \$45,802  | \$57,262  |

---

\*Denotes a premium or add-on pay position

**THIS PAGE LEFT INTENTIONALLY BLANK**