



WYOMING JUDICIAL BRANCH

Supreme Court

Job Description

LAW CLERK

Job Information

Classification Group: Judicial Services and Operations

Classification Family: Attorneys

Salary Grade: O

Job Summary

This position involves performance of professional legal research, writing, and other related work to support a Justice in the Wyoming Supreme Court. This position prepares memoranda, reviews relevant facts and applicability of legal authority. Work is performed under direct supervision of the Justice. This position exercises some independent judgment, however most work product is subject to inspection and review. Strict confidentiality and adherence to judicial ethics is required.

Supervisory Responsibilities

None.

Job Duties/Responsibilities

- Reviews appeals; prepares predisposition memoranda; reviews parties' statements of relevant facts and applicability of cited legal authority; analyzes legal issues raised by the parties; reviews and digests referring court record on appeal, and researches and analyzes law relevant to issues on appeal.
- Works with the Justice to research, write, and edit opinions, including concurring or dissenting opinions.
- Prepares opinions for issuance, including editing, citation, and record checking.
- Attends meetings and training as required.
- Expected to perform such other duties as may be necessary, assigned, and/or directed.

Required Knowledge, Skills, and Abilities

This position requires an ability to:

- Research complex legal problems or questions and apply legal principles.

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- Communicate clearly and concisely, both orally and in writing, with a diverse group of people at all knowledge levels.
- 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.

Minimum Qualifications

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

Work Experience: 0 - 2 years of relevant work experience.

Membership in the Wyoming State Bar within one year of employment.

Additional Qualifications/Information

Preference is given to candidates with work experience as a law clerk or practicing attorney although forthcoming law school graduates are encouraged to apply.

Physical Requirements

Position job duties are typically performed indoors in an environmentally controlled area and require mobility to work in a typical office setting. The incumbent 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.
- Read printed materials and computer screens.
- Communicate in person or over the phone.
- Travel.

Terms of Employment

Employment is “at will.”

FLSA Status: Exempt.

Position Type: Full-time