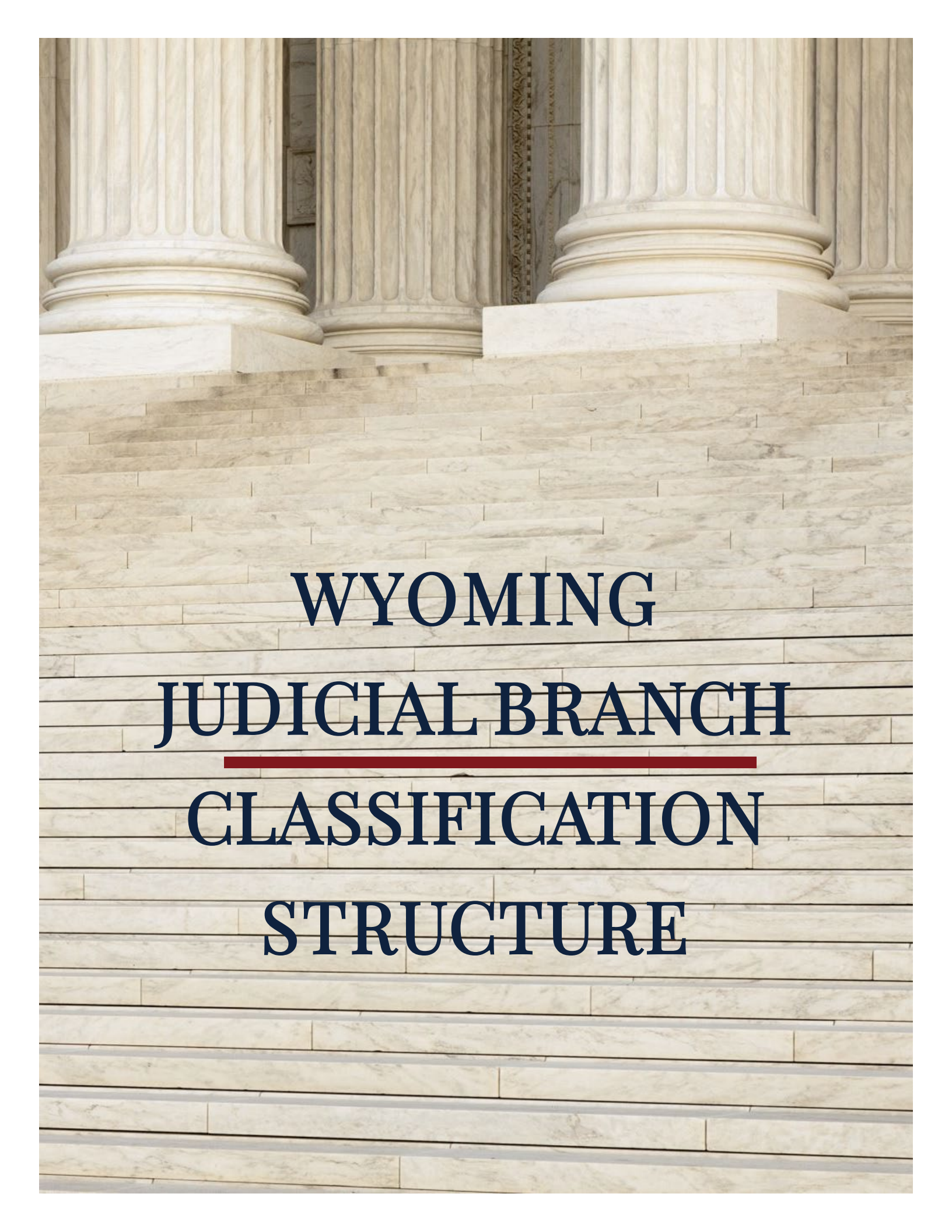


The background of the slide is a photograph of a classical building's exterior. It features several large, fluted columns made of light-colored stone. In the foreground, there are wide, shallow steps made of the same stone, leading up towards the columns. The lighting is bright, casting soft shadows.

WYOMING JUDICIAL BRANCH --- CLASSIFICATION STRUCTURE



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INTRODUCTION

Job evaluation is a basic foundational part of the Wyoming Judicial Branch (Branch) classification system. It provides a consistent, structured way to analyze job duties and group positions into classifications with similar responsibility. It also helps establish how different classifications relate to one another in terms of value and responsibility.

The process begins by reviewing a position's duties and responsibilities to assess its relative value. To ensure fairness and objectivity, the evaluation focuses on the job itself - not the individual performing the job - and assumes all job requirements are fully met.

The Branch uses the Hay Method of Job Evaluation, one of the most widely used job evaluation systems globally. This method evaluates each job based on three key factors:

- **Know-How:** The total knowledge, skills, and experience required to perform the job competently.
- **Problem Solving:** The level of independent thinking needed to identify, analyze, and resolve problems.
- **Accountability:** The degree to which the job impacts outcomes and results.

Each of these factors is assessed and assigned point values based on specific components. The total points determine the appropriate pay grade for the position (e.g., L, M, N, O, R, S). Positions are evaluated upon hire or when requested. Pay grades may change based on the total points of the evaluation.

Positions are then assigned to a classification based on the evaluation results.

- **Class families:** Groups of jobs that involve similar types of work.
- **Grades:** Levels within a class family that reflect increasing responsibility and complexity. Each grade corresponds to a specific point range.
- **Pay ranges:** Each grade is tied to a pay range based on market data from the State of Wyoming Executive Branch. The listed range reflects the minimum up to the market rate and includes the pay rate currently supported by the Branch budget (compa-rate). The grade maximum is set at 20% above the market rate and is not listed on this document.
- **Salaries:** Annual salaries are based on full-time employment. Part-time employees are paid proportionally based on their percentage of full-time hours (e.g., a 20-hour/week employee earns 50% of the full-time salary). In some cases, certain positions may receive additional compensation. This may occur when market conditions require higher pay for specific roles or when employees take on temporary additional duties. These positions are typically identified with an asterisk (*).

*Denotes a premium or add-on pay position

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. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
<u>Supreme Court Senior Staff Attorney</u>	S	\$106,752	\$126,101	\$133,440
<u>Supreme Court Staff Attorney III</u>	R	\$98,263	\$116,073	\$122,829
<u>District/Chancery Court Staff Attorney III</u>	R	\$98,263	\$116,073	\$122,829
<u>Supreme Court Staff Attorney II</u>	Q	\$90,449	\$106,843	\$113,062
<u>District/Chancery Court Staff Attorney II</u>	Q	\$90,449	\$106,843	\$113,062
<u>Supreme Court Staff Attorney I</u>	P	\$83,257	\$98,347	\$104,071
<u>District/Chancery Court Staff Attorney I</u>	P	\$83,257	\$98,347	\$104,071
<u>Supreme Court Law Clerk</u>	O	\$76,636	\$90,527	\$95,795
<u>District Court Law Clerk</u>	O	\$76,636	\$90,527	\$95,795

*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 by a justice/judge or court clerk. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
<u>Supreme Court Clerk of Court</u>	O	\$76,636	\$90,527	\$95,795
<u>Circuit Court Chief Clerk II</u>	O	\$76,636	\$90,527	\$95,795
<u>Chief's Judicial Assistant</u>	N*	\$70,542	\$83,328	\$88,178
<u>Chancery Clerk of Court</u>	N	\$70,542	\$83,328	\$88,178
<u>Supreme Court Judicial Assistant</u>	N	\$70,542	\$83,328	\$88,178
<u>District Court Judicial Assistant</u>	N	\$70,542	\$83,328	\$88,178
<u>Circuit Court Chief Clerk I</u>	N	\$70,542	\$83,328	\$88,178
<u>Supreme Court Deputy Clerk of Court</u>	M	\$64,933	\$76,702	\$81,166
<u>Official Court Reporter¹</u>	M*	\$64,933	\$76,702	\$81,166
<u>Circuit Court Deputy Clerk</u>	M	\$64,933	\$76,702	\$81,166
<u>Circuit Court Senior Clerk</u>	L	\$59,770	\$70,603	\$74,712
<u>District Court Legal Assistant</u>	K	\$55,017	\$64,989	\$68,771
<u>Circuit Court Clerk</u>	K	\$55,017	\$64,989	\$68,771

¹ CRR Certified Court Reporters receive a 10% differential added to the pay range

*Denotes a premium or add-on pay position

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. Click [here](#) to view the AOC Classification Specifications.

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. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
Business Operations Manager	R	\$98,263	\$116,073	\$122,829
Business Operations Supervisor	Q	\$90,449	\$106,843	\$113,062
Business Operations Team Lead II	P	\$83,257	\$98,347	\$104,071
Business Operations Team Lead I	O	\$76,636	\$90,527	\$95,795
Business Operations Analyst	N	\$70,542	\$83,328	\$88,178
Business Operations Specialist	M	\$64,933	\$76,702	\$81,166
Senior Business Operations Coordinator	L	\$59,770	\$70,603	\$74,712
Business Operations Coordinator	K	\$55,017	\$64,989	\$68,771
Business Operations Assistant	J	\$50,642	\$59,821	\$63,303

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. See page 3 for pay range explanation.

*Denotes a premium or add-on pay position

Revised Date: July 1, 2026

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
<u>Computer Information Manager</u>	R	\$98,263	\$116,073	\$122,829
<u>Computer Information Supervisor</u>	Q	\$90,449	\$106,843	\$113,062
<u>Computer Information Team Lead II</u>	P	\$83,257	\$98,347	\$104,071
<u>Computer Information Team Lead I</u>	O	\$76,636	\$90,527	\$95,795
<u>Computer Information Analyst</u>	N	\$70,542	\$83,328	\$88,178
<u>Computer Information Specialist</u>	M	\$64,933	\$76,702	\$81,166
<u>Senior Computer Information Coordinator</u>	L	\$59,770	\$70,603	\$74,712
<u>Computer Information Coordinator</u>	K	\$55,017	\$64,989	\$68,771
<u>Computer Information Assistant</u>	J	\$50,642	\$59,821	\$63,303

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. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
<u>Court Services Manager</u>	R	\$98,263	\$116,073	\$122,829
<u>Court Services Supervisor</u>	Q	\$90,449	\$106,843	\$113,062
<u>Court Services Team Lead II</u>	P	\$83,257	\$98,347	\$104,071
<u>Court Services Team Lead I</u>	O	\$76,636	\$90,527	\$95,795
<u>Court Services Analyst</u>	N	\$70,542	\$83,328	\$88,178
<u>Court Services Specialist</u>	M	\$64,933	\$76,702	\$81,166
<u>Senior Court Services Coordinator</u>	L	\$59,770	\$70,603	\$74,712
<u>Court Services Coordinator</u>	K	\$55,017	\$64,989	\$68,771
<u>Court Services Assistant</u>	J	\$50,642	\$59,821	\$63,303

*Denotes a premium or add-on pay position

Revised Date: July 1, 2026

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. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
<u>Executive Manager VI</u>	EX17	\$142,516	\$168,347	\$178,145
<u>Executive Manager V</u>	EX16	\$ 133,347	\$ 157,516	\$166,684
<u>Executive Manager IV</u>	EX15	\$ 124,768	\$147,382	\$155,960
<u>Executive Manager III</u>	EX14	\$ 116,246	\$ 137,315	\$ 145,307
<u>Executive Manager II</u>	EX13	\$ 107,864	\$ 127,415	\$ 134,831
<u>Executive Manager I</u>	EX12	\$ 100,095	\$ 118,237	\$ 125,118

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. See page 3 for pay range explanation.

Job Title	Pay Grade	Minimum	Pay Range Compa-Rate	Market
<u>Legal Services Counsel III</u>	R	\$98,263	\$116,073	\$122,829
<u>Legal Services Counsel II</u>	Q	\$90,449	\$106,843	\$113,062
<u>Legal Services Counsel I</u>	P	\$83,257	\$98,347	\$104,071
<u>Legal Services Law Clerk</u>	O	\$76,636	\$90,527	\$95,795
<u>Law Librarian</u>	N	\$70,542	\$83,328	\$88,178
<u>Senior Paralegal</u>	M	\$64,933	\$76,702	\$81,166
<u>Paralegal II</u>	L	\$59,770	\$70,603	\$74,712
<u>Paralegal I</u>	K	\$55,017	\$64,989	\$68,771
<u>Legal Assistant</u>	J	\$50,642	\$59,821	\$63,303

*Denotes a premium or add-on pay position

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