

CHIEF CLERK OF CIRCUIT COURT
Sweetwater County, Wyoming
Application Deadline: May 5, 2017

The Circuit Court of Sweetwater County, Wyoming has an opening for the position of Chief Clerk. This is a new position within the Circuit Courts in Sweetwater County. The successful candidate will ultimately work under the general direction of the Circuit Court Judges, Craig Jones and John R. Prokos, and be responsible for the administration of the operations of the merged Circuit Courts in Sweetwater County to be located at the new Sweetwater County Justice Center on Highway 191 South in Sweetwater County. Occupancy of the new facility is anticipated in early 2018.

Until completion of the new facility and merger of the Circuit Courts, the successful candidate will office in Green River and manage court staff in the Green River Circuit Court under the direction of Judge Prokos.

This professional position demands a high degree of integrity and accountability. Applicants must have strong organizational skills, excellent written and verbal communication skills, and supervisory experience. The successful candidate will ultimately supervise 10 clerks. Applicants must also have extensive work-related computer experience, a general understanding of accounting and budgeting principals and possess skills with audio/video technology.

Work experience in the judicial system and an understanding of legal terminology is preferred, but any combination of relevant education and experience will be considered. A typing test is required of all applicants at a Wyoming Workforce Service Center (forty words per minute minimum).

This position is an “at will position” with the State of Wyoming. Benefits include health, life, and dental insurance; retirement; vacation and sick leave. Salary range is \$50,000 to \$59,000 DOE. **The successful candidate will undergo a criminal background check requiring fingerprinting.**

A Wyoming Judicial Branch Employment Application is available at: <http://www.courts.state.wy.us/Documents/Administration/wsc-app.pdf>. A fully completed application along with cover letter and resume must be sent by May 5, 2017 to:

Rock Springs Workforce Center
2451 Foothill Blvd. #100
Rock Springs, Wyoming 82902-5770
307-382-2747

The Sweetwater County Circuit Courts are an equal opportunity employer.