

**ATTORNEY**  
**(Working Title: Assistant Attorney General)**  
(Class Code: ATTY-15972)

**CLOSING DATE:** Open Until Filled  
Month

**AGENCY HIRING RANGE:** \$4,044 - \$6,528 Per

**DEPARTMENT:** Attorney General, Tort Litigation Division

**LOCATION:** Cheyenne

**GENERAL DESCRIPTION OF WORK:** This position is for an attorney in the Tort Litigation Division to provide professional legal representation to the Department of Employment (Workers' Safety and Compensation Division, Unemployment Tax Division, Wyoming Occupational Safety and Health Administration (OSHA), Labor Standards and Administration and Support Division) in administrative and court proceedings; includes preparing pleadings, motions, briefs, legal proceedings of trial and appeal, negotiation, public hearings and business meetings; represent the state in cases on appeal to the Wyoming Supreme Court, and in cases in federal trial and appellate courts; present evidence at formal administrative hearings; conduct legal research and draft or present legal conclusions and advice; process civil appeals; review official rules and regulations; review draft legislation to advise the governor and clients; compose formal and informal legal opinions; may also be requested to handle a certain amount of agency representation that the Tort Litigation Division is responsible for.

**ESSENTIAL FUNCTIONS:** Advise clients on cases, on statutes and on rules and regulations related to their legal duties and responsibilities; provide day-to-day legal advice; compose memoranda and position papers; draft and respond to pleadings, requests for discovery and for confidential records in litigated cases; prepare arguments or petitions; conducts legal research in connection with pleadings, motions and discovery; appear and argue in state and federal courts; research and draft formal and informal attorney general opinions; draft and respond to pleadings, requests for discovery and confidential records in litigated cases; conduct legal research in connection with pleadings, motions and discovery; appear and argue in state and federal courts; use specialized legal skills, knowledge and experience to plan actions, devise strategies, resolve problems, and formulate legal questions, explanations, positions and responses; report to section leader and deputy; advise of section activities and problems; recommend solutions; confer with other attorneys on state's legal staff to formulate plans, policies or strategies; confer with and advise such persons of the state's position in matter under discussion; consult with section supervisor to evaluate workload among section attorneys; provide input on case assignments; stay current in legal literature in all aspects of relevant law to provide current assistance to clients and other staff attorneys with questions; other duties as assigned.

**KNOWLEDGE AND SKILLS:** Knowledge of substantive area of law and procedures in state and federal courts and administrative agencies; knowledge of perception of human behavior and motivation; knowledge of technical requirements of law of evidence and procedure; knowledge of political and legislative processes; knowledge of statutory requirements effecting conduct of public business by state agency clients. Skill in legal research, including drafting legal memoranda and briefs; skill in presenting results and conclusions in advocate's position; skill in organizing ideas and legal principles in clear and concise oral and written presentations; skill in communicating facts, theories and arguments; skill in assessing legal strengths and weaknesses of client's position and negotiating or litigating relative merits. Ability to manage large amounts of information and analyze for legal impact; ability to organize ideas and legal principles in clear and concise oral and written presentations; ability to locate authorities, assimilate and reason from related authorities; ability to travel.

**MINIMUM QUALIFICATIONS:** Completion of college coursework at the juris doctorate level and membership in the State Bar as an attorney qualified to practice law in Wyoming.

**NOTE:** The Wyoming Attorney General's Office offers a competitive benefits package including: Medical, Dental and Life Insurance, paid vacations and sick leave, paid holidays, State Retirement and Deferred Compensation Program, longevity pay and opportunities for advancement. This position is at-will and is appointed by and serves at the pleasure of the Attorney General (W.S. 9-1-608). Successful candidates are required to pass a background investigation.

For more information or to apply online go to <http://statejobs.state.wy.us/JobSearchDetail.aspx?ID=15972> or submit a State of Wyoming Employment Application to the Human Resource Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060, Phone: (307)777-7188, Fax: (307)777-6562, along with transcripts of any relevant course work.

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

DATE RELEASED: 09-23-2009