

Position Vacancy

Wyoming Legislative Service Office

Position Title: Staff Attorney

Agency and Location: Wyoming Legislative Service Office, Cheyenne, Wyoming.

General Job Description:

A staff attorney in the Wyoming Legislative Service Office (LSO) generally contributes to the Office's execution of its core legislative drafting and legal services functions by:

- Drafting legislation and amendments to legislation for legislators and committees;
- Performing legal research;
- Independently drafting legal research memorandums;
- Reviewing executive branch agency rules;
- Providing staff support for legislative committee meetings; and
- Completing committee research projects and other assigned tasks.

Essential Job Functions:

- Drafts legislation and amendments to legislation that are legally correct, accurately reflect the intent of the sponsor, are written comprehensibly in grammatically correct plain English, and adhere to all other LSO style and format requirements;
- Performs legal and general research and drafts legal and research memorandums;
- Responds to questions and requests for information regarding the law, pending or proposed legislation, and other LSO work product from legislators, legislative staff, executive branch staff, lobbyists, other interested persons, and the general public;
- Arranges, attends and staffs legislative interim committee meetings, conducts legal research requested by committees, drafts legislation requested by committees, presents draft legislation to committees, and responds to technical and legal questions regarding draft legislation;
- Reviews executive branch agency rules to determine whether they are within the rule-making authority of the promulgating agency and drafts rule review memorandums recommending acceptance or objections to rules;
- During session, explains and advises legislators regarding pending legislation and procedural rules;
- Drafts end of session summaries of enacted legislation and performs other end of session tasks.

Other Job Functions:

- Assists with the conduct of litigation involving the Wyoming Legislature;

- Develops or conducts, or assists other LSO staff in developing or conducting, in-house professional development programs or other training or informational presentations for members or staff of the Wyoming Legislature;
- Assists in the preparation of the Wyoming Statutes for publication by reviewing titles and recommending technical revisions;
- Completes special projects and other assigned tasks;
- Communicates and coordinates with representatives of federal, state and local governments, interest groups and private individuals to develop legislation and facilitate legislative projects.

Qualifications:

- Juris doctorate
- Admitted to practice law in Wyoming or pursuing admission to the Wyoming Bar
- Strong academic record
- Strong verbal communication skills
- Excellent research and writing skills
- Experience in private or government practice is preferred, but not required.

Salary: Negotiable based upon experience. Salaries are targeted to be commensurate with equivalent position classifications in the Wyoming Attorney General's Office.

Applications: Send a cover letter, resume, writing sample, list of at least three references and grade transcripts from law school and other post-secondary education to: Wyoming Legislative Service Office, 200 W.24th Street, Rm #213 State Capitol Building, Cheyenne, WY 82002, ATTN: Ian Shaw. Complete application materials, in PDF or Microsoft Word format, also can be emailed to: ian.shaw@wyoleg.gov

Closing Date: Open until filled