

## **Position Vacancy: Wyoming Legislative Service Office**

### **Position Title**

Operations Administrator, Legislative Service Office (LSO)

### **Agency and Location**

Wyoming Legislative Service Office, Cheyenne, Wyoming

### **Position Summary**

The Operations Administrator oversees administrative matters for LSO including personnel and all contracts. This is an at-will position. The Operations Administrator reports to the Director of the LSO.

### **Primary Duties and Responsibilities**

- Directly supervises the LSO's Administrative Services Section and the Information Technology Section.
- Drafts and manages all contracts entered into by LSO.
- Provides advice and ensures legal compliance on human resource issues for LSO.
- Develops and oversees the document management system and record retention policies for LSO.
- Provides advice and staff support to legislative committees.
- Drafts bills and amendments and provides legal advice to individual members of the Legislature.
- Reviews legal memos, bill drafts, and research work products of the LSO staff.
- Provides process, procedural and rules advice to legislative members during legislative sessions.

### **Essential Skills**

- Comprehensive general knowledge and understanding of state and federal law and the legislative process.
- Familiarity with Wyoming State government, Wyoming statutes and the Wyoming legislative process in particular, are desired for this position.
- Substantial knowledge of bill drafting principles and practices.
- Ability to supervise and manage the activities of professional staff performing legal, research and support services.
- Skill in oral communications and public speaking.
- Strong legal, analytic and writing skills.
- Ability to remain objective, nonpartisan and professional regarding all legislative matters.
- Proactive and creative in managing issues and problems.
- Comfortable working in a fast paced and sometimes stressful environment, and working considerable overtime hours during legislative sessions.
- Ability to maintain confidentiality and handle politically sensitive tasks.

### **Minimum Qualifications**

- Admitted to practice law in any state in the United States. Must become admitted to practice law in Wyoming within one year of employment.
- At least 4 years' experience in government or private practice.
- The LSO Director will give consideration to candidates who do not strictly meet the minimum qualifications stated, if the Director determines the candidate's qualifications demonstrate the ability to continue the advancement of the LSO.

### **Salary**

Negotiable depending on experience and qualifications

### **Availability**

Immediate

### **Applications**

Please send cover letter, resume, salary requirements, and list of references to: Wyoming Legislative Service Office, 213 State Capitol, Cheyenne, WY, 82002, ATTN: Matt Obrecht. Potential candidates are encouraged to contact Mr. Obrecht, with any questions concerning the Legislative Service Office.

### **Application Deadline**

Deadline for applications is: November 25, 2016, 5:00 p.m.