

STATE OF WYOMING  
invites applications for the position of:



**ATTY99-2022-03379-Assistant  
Attorney General for the Water &  
Natural Resources Division-Cheyenne**

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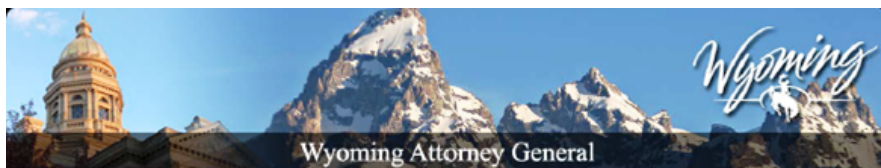
**SALARY:** \$4,916.66 - \$10,528.26 Monthly

**LOCATION:** Cheyenne

**OPENING DATE:** 04/27/22

**CLOSING DATE:** Continuous

**DESCRIPTION AND FUNCTIONS:**



**Open Until Filled**

**GENERAL DESCRIPTION:**

The Wyoming Attorney General's Office is seeking a qualified attorney who wants to be part of our office and serve as counsel to the Wyoming State Engineer and his staff as part of the Water and Natural Resources Division. The Attorney General's Office provides attorneys an opportunity to receive great mentorship, develop expertise, excel at and utilize their skills in a dynamic and collegial work environment while maintaining a healthy work-life balance.

This position advises the Wyoming State Engineer and his staff on all aspects of Wyoming water law and administration and provides advice on matters such as public records, public meetings, and agency rule-makings in consultation with the section supervisor and division deputy. This position represents the State Engineer during contested case hearings before the Wyoming Board of Control and in state and federal court on matters related to Wyoming water law and administration. This position also provides advice to the Governor, the Governor's staff, and the Wyoming Legislature on matters related to Wyoming water law. Wyoming is also a party to seven interstate water compacts and subject to three interstate court decrees. This attorney advises the State Engineer on implementing those compacts and decrees and may be called upon to coordinate with neighboring states and the federal government regarding the implementation or to litigate claims arising from those compacts and decrees. Wyoming's water is one of its most vital resources, and this position plays an important role in managing and protecting that resource.

The Attorney General's Office provides attorneys an opportunity to develop expertise and utilize legal skills in a dynamic and collegial work environment while maintaining a healthy work-life balance.

The State of Wyoming's total compensation package is excellent and includes:

- Paid annual and sick leave
- Paid holidays
- Retirement with employer contributions
- Deferred Compensation Plan with employer contributions
- Health insurance with an employer contribution towards premiums
- Insurance options for health, dental, life, vision, ambulance, and short and long term disability
- Longevity pay

**Human Resource Contact: Candice Dillmon 307-777-5312 [candice.dillmon@wyo.gov](mailto:candice.dillmon@wyo.gov)**

**ESSENTIAL FUNCTIONS:** The listed functions are illustrative only and are not intended to describe every function which may be performed at the job level.

- Provide professional legal representation for the State of Wyoming as part of the Water and Natural Resources Division, including advising the Wyoming State Engineer and his staff; advising the four water division Superintendents and their staff, representing the State Engineer in litigation in various forums, and representing the State of Wyoming in interstate water issues;
- Conduct legal research, draft pleadings, respond to motions, present arguments in court, and handle appellate work as necessary;
- Present legal advice in various formats, including legal documents, oral presentations, and formal and informal legal opinions; and
- Advise agency clients with respect to relevant statutes and administrative procedures.

## **QUALIFICATIONS:**

### **PREFERENCES/\*\*AGENCY REQUIREMENTS:**

The successful applicant will be provided training and mentorship to ensure that you have the resources and knowledge to succeed.

\*\*All applicants must provide the following as attachments as part of the application process:

- Professional resume - include references
- Recent writing sample
- Law school transcript

Please review your application for completeness and accuracy.

### **KNOWLEDGE:**

- Knowledge of Wyoming water law, trial and appellate practice, administrative law, and civil procedure.

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

Juris doctorate

## **NECESSARY SPECIAL REQUIREMENTS:**

### **NOTES:**

- FLSA: Exempt
- Salary is commensurate with relevant legal experience.
- Successful applicants are required to pass a criminal background investigation.
- This position is at-will and is appointed by and serves at the pleasure of the Attorney General (W.S. 9-1-608).

## **SUPPLEMENTAL INFORMATION:**

015-Attorney General - Water and Natural Resources Division

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

*Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.*

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

See Human Resource Contact Information in the General Description Section Statewide, WY 82002

Fax: (307) 777-6562

Class Code #ATTY99

Job # 2022-03379

ATTY99-2022-03379-ASSISTANT ATTORNEY GENERAL FOR THE WATER & NATURAL RESOURCES DIVISION-CHEYENNE CD

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.

**ATTY99-2022-03379-Assistant Attorney General for the Water & Natural Resources Division-Cheyenne Supplemental Questionnaire**

- \* 1. (ATTY99) Do you have your Juris Doctorate?
  - Yes
  - No
- \* 2. (ATTY99 AG) Are you within six (6) months of graduating with a Juris Doctorate?
  - Yes
  - No
- \* 3. (ATTY Generic) Have you passed the State Bar for Wyoming?
  - Yes
  - No
- \* 4. (ATTY99) If yes, please provide the date passed.
  
- \* 5. (ATTY Generic) Have you passed the Bar for a state other than Wyoming?
  - Yes
  - No
- \* 6. (ATTY99) If yes, which State(s), please list and include dates passed.
  
- \* 7. (ATTY99) Have you attached the following? \* Professional Resume \* References \* Recent Writing Sample \* Law School Transcript
  - Yes
  - No
- \* 8. (AA) Where did you hear about this opportunity?
  - Indeed
  - LinkedIn
  - Zip Recruiter
  - Wyoming Workforce services
  - Other job sites (Wyoming at Work, Monster, etc.)
  - Social Media (Facebook, Twitter, etc.)
  - [www.governmentjobs.com/careers/wyoming](http://www.governmentjobs.com/careers/wyoming)
  - Newspaper/Newsletter Advertisement
  - Career Fair
  - State Employee
  - Friend or Acquaintance (Not State Employee)
  - Other
- 9. (AA) If you answered Other, please tell us where you heard about this opportunity.
  
- \* 10. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.
  - Yes
  - No
  - I am not a veteran
- 11. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans'

preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.

- Current State Employee
- Veteran - DD214 Attached
- Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached
- Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached
- None of the above

- \* 12. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at <https://www.uscis.gov/e-verify>. I have read and understand the above statement.

- Yes
- No

\* Required Question