



POSITION VACANCY

Position Title: Legislative Attorney

Agency and Location: Wyoming Legislature, Legislative Service Office, State Capitol Building, Cheyenne, Wyoming.

General Job Description:

The Legislative Service Office (LSO), the nonpartisan staff of the Wyoming Legislature, is seeking a motivated attorney who is inspired to make a difference in the State of Wyoming. The successful candidate will become an important member of LSO's legal team and have the opportunity to help the Legislature accomplish its mission and its core functions. The work of an LSO attorney is vital to the success of the Wyoming Legislature.

At LSO, each year offers something new with important, state-wide challenges to address. Each year's work culminates with the annual legislative session. LSO legislative attorneys have the opportunity to become subject-matter experts in legislative process and state constitutional law while also learning from experts, highly skilled LSO professionals, and other stakeholders.

Essential Job Functions:

- Drafting legislation and performing research for legislative committees and individual legislators;
- Staffing the Senate or the House of Representatives during legislative sessions. Duties include providing guidance on pending legislation, preparing amendments to legislation, and advising on procedural rules and legal questions;
- Attending and staffing legislative interim committee meetings. Duties include drafting committee legislation, presenting draft legislation and research, advising committees on procedural rules and legal questions, preparing (and reviewing) committee meeting summaries/minutes, and meeting setup and tear down;
- Developing subject-matter expertise on issues within a legislative committee's jurisdiction;
- Communicating and interacting with legislators, committee chairmen, representatives of federal, state, and local governments, community stakeholders, and lobbyists to develop legislation and to facilitate legislative projects;
- Coordinating and leading teams of LSO professionals;
- Reviewing agency administrative rules;
- Drafting summaries of enacted legislation;
- Traveling within Wyoming for legislative business, especially interim committee meetings;
- Completing special projects and other assigned tasks.

Who Should Apply: No legislative, governmental, or administrative law experience is required—just strong legal skills, clear writing, and a genuine interest in civics or public service. We're looking for attorneys who enjoy variety in their work, think critically, and solve legal problems thoughtfully. Legislative attorneys work behind the scenes, but the role includes public-facing responsibilities such as presenting in meetings and engaging directly with agency heads, industry leaders, citizens, and local officials. If you're someone who can listen carefully, collaborate in a nonpartisan manner, and translate

complex ideas into law, we encourage you to apply. Whether you are a third-year law student, a recent law school graduate, or an experienced practicing attorney new to legislative work, the successful candidate will receive training in the legislative process, legal drafting, and procedural rules. Your role in the organization will be tailored to the level of experience you bring. If you need more information before applying, we are happy to tell you more about the position. Call Ian Shaw, Legal Division Administrator, at (307) 777-7781.

Qualifications:

- Juris Doctorate (or a 3rd year law school student);
- Admitted to practice law in Wyoming (or willing to seek admission);
- Strong academic record;
- Strong verbal communication skills;
- Excellent writing and research skills;
- Team management and leadership skills;
- Non-partisan demeanor.

Position Details:

- Salary: Negotiable based upon experience. The salary range for the position is \$76,000 - \$152,500. Salaries are targeted to be commensurate with or greater than equivalent position classifications in the State of Wyoming. Specific position classifications and salaries are determined by the LSO Director based upon an applicant's qualifications and experience.
- LSO employees receive a full range of non-salary benefits including health insurance, participation in a defined benefit retirement plan (pension) through the Wyoming Retirement System, paid annual and sick leave, and a number of in-office, non-salary benefits. Benefits and leave accruals transfer within State of Wyoming government jobs.
- All employment with the Wyoming Legislature is at-will.
- Work Environment: This position is performed in an office environment with prolonged periods of working at a desk and on a computer. An employee is regularly required to talk and hear, lift, carry objects such as document boxes and other equipment, utilize standard office equipment, and travel within Wyoming, including overnight and weekend trips. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Applications: To apply, please send the following information: 1) a cover letter, 2) a resume, 3) a recent writing sample *without outside edits*, 4) a list of at least three references, 5) salary requirements, and 6) grade transcripts from law school and other post-secondary education. One of the following methods can be used for delivery:

Email (in PDF or Microsoft Word) to: ian.shaw@wyoleg.gov

Mail: Ian Shaw, Legal Division Administrator
Wyoming Legislative Service Office, Rm E201
200 W. 24th Street
State Capitol Building
Cheyenne, WY 82002

Position Availability and Closing Date: Applications will be accepted and reviewed until the position is filled. LSO is seeking to fill this position immediately.



WYOMING LEGISLATIVE SERVICE OFFICE EMPLOYEE BENEFITS

The Legislative Service Office provides high-quality, professional and non-partisan staff support to exercise the constitutional duties of the Wyoming Legislature.



COMPENSATION PHILOSOPHY

LSO values individuals that are intellectually curious, deeply committed, and driven to make a difference. LSO's philosophy is that compensation should be performance based. Though LSO is an agency of the legislative branch of Wyoming state government, in many ways, it operates akin to a private sector organization—valuing results, rewarding initiative, and promoting excellence. Unlike other governmental employers, LSO roles are exempt from rigid personnel classification schedules. While compensation may be comparable to executive or judicial branch positions with similar responsibilities, it also reflects the additional skills required and the conditions and limitations under which LSO employees operate. An employee may advance in position title and position level and receive a corresponding compensation increase by meeting core competencies and required experience.

SIGNING BONUS & RELOCATION EXPENSES

Subject to the LSO's director's discretion, available funding, and the circumstances of an initial hire, certain one-time payments may be available. These one-time payments may include a new-hire incentive payment and/or reimbursements related to relocation expenditures.

LONGEVITY PAY

For each five (5) years of satisfactory service, an employee shall be entitled to longevity pay in the amount of \$40 per month.

SICK LEAVE

Accrued each pay period, eight (8) hours per month or twelve (12) working days per year.

TRANSFER OF & NEWLY HIRED LEAVE

Employees of the executive branch or judicial branch who accept employment at the LSO without an intervening break in service may transfer accrued vacation and sick leave. Employees who start their employment with LSO with less than forty hours (40) of transferable accrued vacation and sick leave receive up to forty (40) hours of accrued annual and sick leave for immediate use.

COMPENSATORY TIME/OVERTIME

The Legislature's Management Council and the LSO director may authorize professional staff employees, excluding the director and division administrators, paid compensatory leave days or hours in recognition of extraordinary time and effort. With the approval of the Management Council, the director may exchange compensatory leave for a payment of up to 100% of the compensatory leave awarded in certain circumstances. Administrative support personnel and legislative editors who work over forty (40) hours per week at the request of the LSO director receive pay or compensatory leave as specified by policy.

EMPLOYEE REFERRAL BONUS PROGRAM

At LSO, we value the judgment of our team and trust their insight into who would make a strong colleague. To recognize that, any LSO employee who refers a candidate who is hired may be eligible for a \$2,500 recruitment bonus, subject to the conditions outlined in the personnel manual.

HOLIDAYS

Except for holidays that fall on the days when the Legislature is in session, the following nine (9) holidays are observed by LSO: New Year's Day, Martin Luther King, Jr. / Wyoming Equality Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

At the direction of the LSO director, four (4) hours of administrative leave may be awarded in honor of Cheyenne Day (Wednesday during Cheyenne Frontier Days) and eight (8) hours of administrative leave may be awarded for the day after Thanksgiving.



HISTORY AROUND

The Legislative Service Office is located inside the Wyoming State Capitol. As one of only 20 state Capitols designated as a National Historic Landmark, with a historic past that dates back to 1888, history comes alive daily in the workplace.





BEREAVEMENT LEAVE

Qualifying employees are granted five (5) days of bereavement leave upon the death of an immediate family member.

PAID FAMILY AND MEDICAL LEAVE

While LSO employees are not covered under the federal Family and Medical Leave Act of 1993, the Legislature’s Management Council has adopted a policy to provide up to twelve (12) weeks of job-protected leave for certain family and medical reasons for qualifying employees, of which six (6) weeks are paid. An employee may elect to use accrued paid leave or unpaid leave for the remaining six (6) of protected leave.

EMPLOYEE RECRUITMENT, RETENTION & WELLNESS

With the approval of the Legislature’s Management Council, the LSO may provide staff recognition and appreciation awards, food and beverage (excluding alcoholic beverages), and other employee benefits that encourage the recruitment and retention of highly-qualified staff.

ALTERNATE WORK SCHEDULE - FLEX TIME

Dependent upon the employee’s workload, assigned duties, and ensuring adequate staff coverage in the employee’s section, employees are eligible to work a flexible schedule during the interim months. Flextime allows employees to choose an arrival and departure time between 6:30 a.m. and 6:30 p.m., with or without a break for lunch, and requires a minimum work week of forty (40) hours on Monday through Friday and a minimum workday between four (4) and ten (10) hours.

REMOTE WORK

The director may authorize LSO employees to perform their job duties at an alternate work location (remote work) if the employee meets specified criteria and the director determines remote work to be necessary or convenient for the best functioning of the LSO in carrying out its mission. Remote work is currently only authorized on an occasional basis when employees need to tend to short-term emergency matters or for other unique circumstances.

Vacation time accrued each pay period in accordance with the following schedule:	
Years of Service	Hours/Month (Days/Year)
0-4 years	8 hours (12 days)
5-9 years	10 hours (15 days)
10-14 years	12 hours (18 days)
15 or more	16 hours (24 days)
Maximum accrual for first five (5) years of service is 240 hours (30 days).	
Maximum accrual after five (5) years of service is 384 hours (48 days).	





MODERN OFFICE SPACE

In 2019, the State of Wyoming completed a \$300 million restoration of the Capitol Square. This investment provided state-of-the art infrastructure and technology modernizing the workplace, while honoring the historic grandeur of Wyoming's architectural crown jewel.

Wyoming Retirement System Deferred Compensation

- Voluntary 457(b) deferred compensation plan
- State contributes \$20/month to employees enrolled in the plan
- Employee and employer (combined) may contribute up to \$22,500 per calendar year
- Retirement and investment services free of charge

MEDICAL INSURANCE

State pays roughly 82% towards the employee's elected health, dental and basic life insurance plan, equivalent to \$900.19 / individual per month to \$2,057.60 / family per month. Preventative care is covered at 100%. \$35 primary care copay/\$55 specialist care copay.

Cigna

Choose between four (4) plans:

- Opt. 1: \$900 Individual / \$1,800 Family Deductible
- Opt. 2: \$2,000 Individual / \$4,000 Family Deductible
- Opt. 3: \$4,000 Individual / \$8,000 Family Deductible
- Opt. 4: High Deductible Health Insurance Plan: \$1,500 Individual / \$3,000 Family

DENTAL INSURANCE

Delta Dental

- Deductible: \$50 Individual / \$100 Family
- Diagnostic and Preventative: 100%

TRAINING AND DEVELOPMENT

LSO employees are encouraged to apply for employer-paid trainings sponsored by the National Conference of State Legislatures, the Council of State Governments, or other trainings you are interested in that are applicable to your job.

STATE OF WYOMING BENEFITS

The following provides a summary of benefits provided by the State of Wyoming. These benefits are administered by and subject to changes by the executive branch and state and federal law. Where applicable, the contribution maximums listed are based on calendar year 2023. LSO employees' participation is authorized as provided for in the Personnel Manual.

For complete and current information on State of Wyoming benefits and limitations, please visit: <https://ai.wyo.gov/for-job-seekers/benefit-information>

RETIREMENT

Wyoming Retirement System Defined Benefit Plan (Tier 2)

- Mandatory participation; vesting after four (4) years of service
- **Lifetime** monthly retirement benefit upon vesting and meeting age and service requirements
- Employee contribution: 9.25% of salary (state pays 5.57% and employee pays 3.68%)
- Additional State contribution: 9.37% of salary
- Total state contribution: 14.94% of the total 18.62% in contributions (rate adjustments scheduled for 2026)
- Multiplier: 2% for all years
- Highest Average Salary: 5 years
- Retirement Age: 65 or Rule of 85 (age plus years of service)



Delta Dental Voluntary Optional (Premium Required)

- Basic Dental: 80%
- Major Dental: 50%
- Maximum Benefit: \$2,000

VISION INSURANCE

VSP Voluntary Coverage (Premium Required)

- Examination: Every 12 months, \$10 copay
- Lenses: Every 12 months, \$25 copay
- Frames: \$170 allowance, every 24 months (Plan B), \$190 allowance every 12 months (Plan C)
- Contacts: Every 12 months, same as frame allowance

FLEXIBLE SPENDING ACCOUNTS (FSA)

FSA accounts allow you to set aside pre-tax funds to pay for eligible health and/or dependent care expenses before your federal and Social Security taxes are calculated.

- Health Care: employees may contribute up to \$3,300 per calendar year
- Dependent Care: employees may contribute up to \$5,000 per calendar year

PET INSURANCE

MetLife (Premium Required)

- Levels of coverage: \$500-unlimited
- Deductible: \$0-\$2,500
- Reimbursement: 50%-90%

LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE (AD&D)

Standard Insurance Co., Basic Life Insurance

- Employee (varies by age): \$50k to \$4,500 life and \$20K to \$2K AD&D
- Dependent \$4,000 life

Standard Insurance Co., Voluntary (Premium Required)

- Employee (varies by premium): \$10k to \$250k life
- Spouse (varies by premium): \$10K to \$40k
- Child: \$10k

National Conference on Public Employee Retirement Systems, Voluntary (Premium Required)

- Employee (varies by age): \$225k to \$7,500 life, \$100K to \$7,500 AD&D
- Spouse (varies by age): \$20k to \$4k life
- Child: \$4k life

SHORT TERM AND LONG TERM DISABILITY

Aflac, Voluntary (Premiums Required)

- Short Term Disability: 66 2/3% of base weekly earnings less any deductible income; Benefit max \$1,500 per week
- Long Term Disability: 60% base gross monthly earnings less any deductible income; Benefit max \$6,500 monthly

AMBULANCE COVERAGE

MASA Medical Transport Solutions, Voluntary (Premium Required)

- Coverage for both ground and air emergency transportation services.

For complete information on LSO policies, benefits, and limitations, please refer to the Wyoming LSO Personnel Manual.





WHY CHEYENNE?

Located on the northern end of the Rocky Mountain front range, Cheyenne offers abundant opportunities for families and individuals alike. With picture perfect summers and four distinct seasons, Wyoming's capital city offers plentiful outdoor opportunities year-round including more than 40 miles of Greenway system around the city.

The city of Cheyenne has a population of approximately 65,000, while the encompassing Laramie County population is just over 100,000 people. Cheyenne continues to be rooted in the western tradition it was founded on in 1867 but is continuously ranked high among broadband connectivity, public education, recreation opportunities and safety.

The city also embodies the spirit of volunteerism through a variety of large community events each year, including Cheyenne Frontier Days, the World's Largest Outdoor Rodeo and Western Celebration. During the last full week of July, the city swells to accommodate three times its population while more than 2,000 community volunteers help to make the event happen each year.

AREA HIGHLIGHTS

- Curt Gowdy State Park: 20 miles
- Vedauwoo Recreation Area: 38 miles
- University of Wyoming: 48 miles
- Snowy Range Ski Area: 85 miles
- Medicine Bow-Routt National Forest: 90 miles
- Denver, Colorado: 100 miles

