



STATE OF WYOMING
invites applications for the position of:

ATTY99-08925-Attorney-Cheyenne

SALARY: \$4,429.00 - \$8,214.00 Monthly

LOCATION: Cheyenne

OPENING DATE: 08/24/18

CLOSING DATE: Continuous

DESCRIPTION AND FUNCTIONS:



Open Until Filled

GENERAL DESCRIPTION:

This position serves as a legal counsel to the Public Service Commission, providing legal advice to the Commission and its technical staff on issues related to state and federal law applicable to public utility regulation. This position also manages contested case proceedings including investigation of utility applications, and conducts public hearings as an administrative hearing officer in accordance with the Wyoming Administrative Procedure Act.

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

- Acts as legal counsel for the Commission, case manager, and hearing officer in contested case proceedings.
- Coordinates and leads investigations of utility applications by assigned technical staff.
- Prepares investigative information requests directed to applicant utilities and other parties.
- Conducts contested case proceedings, including scheduling discovery and filing deadlines, preparation of procedural orders, and presiding over public hearings, and preparation of draft final opinion orders.
- Prepares administrative rules for promulgation, presides over rule making hearings, prepares responses to written comments on proposed rules, and oversees filing of adopted rules with Wyoming Secretary of State.
- Monitors federal and state legislative and rule-making activity relevant to regulation of Wyoming utilities and advises Commission of implications to Wyoming utilities and regulation thereof.

QUALIFICATIONS:

PREFERENCES:

Preference will be given for knowledge of state and federal law applicable to regulation of public utilities.

KNOWLEDGE:

- Advanced knowledge of administrative law and process.
- Knowledge of state and federal law applicable to regulation of public utilities.
- Basic understanding of engineering, accounting and finance principles.
- Skill in legal issue identification, legal research, and written and oral communication.
- Ability to quickly understand new concepts and information related to public utility regulation.
- Ability to manage complex projects involving voluminous technical documents.
- Ability to lead, and work efficiently and effectively with teams of in-house subject matter experts.
- Ability to conduct public hearings in contested case proceedings.
- Ability to interact professionally with the public, utility officials, and government officials at all levels.

MINIMUM QUALIFICATIONS:

Education:

Juris doctorate.

NECESSARY SPECIAL REQUIREMENTS:

PHYSICAL WORKING CONDITIONS:

- Moderate Travel

NOTES:

- FLSA: Exempt
- This position is at-will

SUPPLEMENTAL INFORMATION:

023-Public Service Commission - Administration - **HR Contact 307-777-7426**

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>.

Class Code #ATTY99
Job # 08925
ATTY99-08925-ATTORNEY-CHEYENNE
BT

Dept. of Admin. & Information-Human Resource Div.
2001 Capitol Ave. Emerson Bldg. Rm 127
Cheyenne, WY 82002
307-777-7188
Fax: (307) 777-6562

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.

ATTY99-08925-Attorney-Cheyenne Supplemental Questionnaire

- * 1. (ATTY99) Do you have your Juris Doctorate?
 - Yes
 - No
- * 2. (ATTY99) 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. (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

8. (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

* 9. (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