



PARALEGAL

Town of Jackson, Wyoming, \$70,774 - \$85,000 DOQ, full benefits. Duties: paralegal work for the Town Attorney, Assistant Town Attorney, and prosecuting attorneys including legal research; public records request processing; drafting contracts, MOUs, and legal documents; records maintenance; & support staff duties. BS in Paralegal Studies or related field, a paralegal certificate, + 1-3 years experience. Ideal candidate skills: excellent written & verbal communication & supreme attention to detail. Benefits include: health, vision and dental insurance, Wyoming retirement, HSA match, \$1000 match for deferred comp, and Paid Time Off (PTO) which covers holidays, vacation and sick leave.

For a complete job description and to apply, visit:
www.jacksonwy.gov/jobs

Deadline: Monday, June 22, 2026 at 12:00 PM
Interviews May be Conducted and Selection
Made Prior to Deadline

*Drug Free Workplace / Substance Abuse Testing/
Equal Opportunity Employer*