

FULLER & SEMERAD, LLC

242 South Grant Street • Casper, Wyoming 82601 • (307) 265-3455 • Fax (307) 265-2859

EMPLOYMENT OPPORTUNITY: LEGAL ASSISTANT / PARALEGAL

Casper, Wyoming • Full-Time • In-Office
Hourly Wage, Commensurate with Experience

THE FIRM

Since 1992, the lawyers at 242 South Grant Street have done one thing: try cases.

The firm was founded by Michael Krampner and Donald Fuller — two of the most respected trial lawyers in Wyoming history. Krampner spent more than three decades in Wyoming courtrooms, defending everything from misdemeanor DUIs to capital murder. He was widely regarded by his peers as the best-prepared lawyer in any room he walked into. Don Fuller, a Wyoming native and honors graduate of the University of Wyoming and its College of Law, tried criminal cases in city, circuit, district, and federal courts across this state for over thirty years — assault and battery, armed robbery, aggravated kidnapping, vehicular homicide, stock fraud, embezzlement, and first-degree murder. Don remains an active member of the Wyoming Bar and still takes special cases.

Today the firm is led by managing partner **Ryan A. Semerad**, who assumed ownership and management in 2023. Ryan began his career at Jones Day, clerked for the Nevada Court of Appeals, and practiced at Holland & Hart before bringing his family home to Wyoming. He has appeared before the Wyoming Supreme Court, the Nevada Supreme Court, the United States Court of Appeals for the Tenth Circuit, and the Supreme Court of the United States. He was counsel of record in *Iron Bar Holdings v. Cape* — the corner-crossing case that ran ten rounds through Wyoming's courts, was won at every single stage, was affirmed by the Tenth Circuit, and survived a petition for certiorari without a single dissent. That case opened millions of acres of public land across the American West. Ryan has published in the *Wyoming Law Review* and the *Ohio State Law Journal*, has chaired the Criminal Justice Section of the Wyoming State Bar, and serves on the Criminal Pattern Jury Instructions Committee.

Lindsey E. Neely Hunt leads the firm's family law practice. Her cases decide what families look like on the other side — divorces, custody disputes, adoptions, and protection orders. Before joining Fuller & Semerad, she served as Supervising Attorney for the legal team at the Wyoming Coalition Against Domestic Violence & Sexual Assault, representing survivors across the state. She also clerked with the Second Judicial District Court. She brings that background into every case she tries.

We are a small firm that handles serious, high-stakes matters. Murders. Sexual assaults. Federal cases. Constitutional questions that change the law. Custody fights where a child's future is on

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the line. Our lean team means every team member matters. And every person here is expected to be excellent.

We are looking for the next person to join our team.

THE POSITION

We are hiring a legal assistant or paralegal to primarily support attorney Lindsey Neely Hunt.

This is a **full-time, in-office position**: Monday through Friday, 8:00 a.m. to 5:00 p.m., with an hour for lunch from 12:00 to 1:00. This is not a hybrid or remote role. Trial work happens in person, and so do we.

The person in this seat will primarily support Ms. Hunt and her family law clients — but our firm is a team, and the right person will be pulled into everything: criminal defense, appeals, trial preparation, and the daily operation of the firm. If you want to be a specialist who stays in a lane, this is not the job for you. If you want to learn how a trial law firm actually works from the inside, this is the right place.

What You Will Do

- Manage case files, deadlines, and calendars for an active litigation docket
- Draft, format, proofread, and file pleadings and correspondence
- Communicate with clients in some of the hardest moments of their lives — with patience, discretion, confidentiality, and professionalism
- Coordinate with court staff, clerks, judges' chambers, prosecutors, law enforcement, and opposing counsel
- Organize discovery, exhibits, and trial materials
- Prepare the firm and its attorneys for hearings and trials, and support them at trial
- Travel to other offices, the post office, FedEx offices, courthouses, around Casper, and, on occasion, around Wyoming as the work requires
- Pitch in on whatever the firm needs, because that is what everyone here does

WHO WE ARE LOOKING FOR

We are looking for:

An experienced legal paraprofessional:

- **Five or more years** of experience supporting family law or criminal law matters

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- Has helped an attorney prepare for and prosecute or defend a trial more than once
- Wants to go deeper — into our practice, our cases, and the whole team's work, not just one attorney's
- Has a natural competitive drive and genuinely cares whether we win

OR

A person with no legal experience, but a willingness to learn:

- **No legal experience required**
- Elite people skills — you can hold a room, hold a phone call, and hold your own
- Fluent in Microsoft Word, Excel, Adobe Acrobat, email platforms, AI tools (Claude, ChatGPT, and the like), and meticulous office software and internet tool hygiene
- Genuinely committed to learning family law, criminal law, and law firm management and operations from the ground up
- Comfortable dealing with attorneys, court staff, judges, clients, law enforcement officers, and other professionals — on the phone, in the office, and at the courthouse

Either way: we want someone who cares about the outcome of every case in this building, not just the ones with their name on the file.

MINIMUM QUALIFICATIONS

- Eighteen years of age or older
- High school diploma or equivalent
- Valid driver's license and reliable transportation
- Able to lift 25 pounds (*case files and boxes*)
- Able to be present in our Casper office Monday through Friday, 8:00 a.m. to 5:00 p.m.

This job is not for everyone. We handle serious matters for regular people. We work hard. If you are looking for a low-effort position, this is not the place for you. If you are looking for meaningful work and a team that takes it seriously, you will do well here. If that sounds like you, we want to hear from you.

COMPENSATION AND BENEFITS

- Hourly wage, commensurate with skills, qualifications and experience

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- Paid time off, based on length of employment
- Ten federal paid holiday days off
- Additional firm discretionary paid holiday days off
- Quarterly bonuses based on firm and individual performance — when the firm wins, you win
- Annual firm contributions to SEP-IRA account, upon eligibility
- Firm-paid Notary Public certification

TIMELINE

- **Applications reviewed on a rolling basis, beginning immediately.**
- **Priority deadline: Friday, July 31, 2026.** Applications received after that date will be considered only if the position remains open.
- **Position open until filled.**
- **Anticipated start date: Monday, August 17, 2026.** We can accommodate a later start for the right candidate — for instance, one who must give notice to a current employer — but no later than Tuesday, September 8, 2026.

HOW TO APPLY

Send the following to **all three** addresses below:

1. Your resume.
2. A cover letter — tell us which candidate profile you are, and why you specifically want to work here. Do not send a form letter. Tell us who you are.
3. Two referrals (*names and contact information*).

argeri@thefullerlawyers.com
semerad@thefullerlawyers.com
hunt@thefullerlawyers.com

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EQUAL EMPLOYMENT OPPORTUNITY

Fuller & Semerad, LLC, is an equal opportunity employer. We consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, pregnancy, or any other characteristic protected by federal, state, or local law. We are committed to providing reasonable accommodations to qualified individuals with disabilities during the application process and in the performance of essential job functions. If you require an accommodation to apply or to interview, please contact us at (307) 265-3455 or by email to argeri@thefullerlawyers.com and semerad@thefullerlawyers.com.