



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

CAREER JUDICIAL LAW CLERK

01-UTD-24

OPEN DATE: JANUARY 3, 2024

CLOSE DATE: OPEN UNTIL FILLED

The United States District Court for the District of Utah is accepting applications for a career judicial law clerk to the Honorable David Barlow, United States District Judge. This 'career' law clerk position has an employment assignment of indefinite length. The salary for is (JSP 14) \$122,198 - \$ 158,860 based on qualifications and experience. The anticipated start date is August 2025.

POSITION OVERVIEW:

The judicial law clerk serves as legal advisor to the Honorable David Barlow. The caseload in the jurisdiction is heavy and the types of cases presented are varied and often involve novel issues of law. As such, the position requires excellent organizational, writing, and analytic skills. Employment with the United States District Court offers civil and criminal law experience at the federal court trial level and an environment providing significant responsibility and challenge. Responsibilities include:

- Review complaints for jurisdiction; manage all aspects of assigned civil and criminal cases; review docket of pending cases to assure proper progress
- Perform legal research as needed, identify problem areas, make recommendations and offer solutions
- Provide information and advice to the U.S. District Judge in connection with pending litigation; assist with and attend court proceedings, write bench memoranda, proposed orders, and opinions for the judge's review
- Answer general and procedural questions from attorneys, pro se litigants and the public; communicate with other court officials and employees from other federal agencies
- Keep abreast of changes in the law and federal and local rules to keep the judge advised of significant changes, and perform other duties as assigned
- Assist with the training of term law clerks.

MINIMUM QUALIFICATIONS:

The successful candidate must have a Juris Doctorate degree and be a member in good standing of the bar of a state, territory or federal court. There is no GPA or class rank minimum, but candidates graduating in the top 15% of their class are strongly preferred. Law review experience is preferred.

The position is open to both new and experienced lawyers. Previous clerkship experience of one or more years is preferred. A successful candidate who lacks the experience required for the JSP-14 level would begin at a lower [salary range](#). Minimum qualification experience outlined below.

JSP 11 - less than one year post graduate legal work experience, no bar membership required

JSP 12 - one full year post graduate legal work experience, bar membership required

JSP 13 - two years post graduate legal work experience, bar membership required

JSP 14 - three years post graduate legal work experience, two years federal clerkship experience, bar membership required

The successful candidate must be able to communicate effectively, both orally and in writing, possess good judgment and discretion; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. This position requires superb writing skills, along with organizational, people and time management skills. A successful candidate must also be able to juggle many changing priorities and demands at the same time. Computer-assisted legal research and word processing ability are essential.

SALARY AND BENEFITS:

The salary for this position is a Judicial Salary Plan 'JSP'-14 \$122,198 - \$158,860 based on qualifications and experience. This is a 'career' position with an employment assignment of indefinite length. This position falls within the Judicial Branch of the U.S. Government and the benefits include health, dental, vision and life insurance, paid vacation and sick leave, retirement benefits and tax deferred savings plan. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation, including an FBI fingerprint check. The judicial law clerk serves at the pleasure of the court and is an 'at will' employee and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. Letter of interest
2. Detailed resume including education and previous employment
3. Law school transcript (official or unofficial)
4. A recent writing sample that has not been edited by others (no more than 15 pages)
5. A completed Application for Judicial Branch Federal Employment ([Form AO 78](#))

Applications and application materials will be treated confidentially. Application packages must be emailed in pdf format or received in hard copy. Applications will be considered on a rolling basis. Applications will be screened for completeness and qualifications. Only some of the most qualified applicants will be contacted and selected for a personal interview. Incomplete applications will not be considered. Interview and relocation expenses will not be reimbursed. If an accommodation is necessary to interview, please advise the Human Resources Office.

Please email application packages to: UTDecf_Barlow@utd.uscourts.gov

Or mail or hand-deliver the application package to:

United States District Court
Attn: Barlow Judicial Law Clerk position
351 So. West Temple, Suite 10.420
Salt Lake City, UT 84101