



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK – TERM

04-UTD-24

OPEN DATE: APRIL 24, 2024

CLOSE: OPEN UNTIL CLOSED

PREFERRED DATE: MAY 15, 2024

The United States District Court for the District of Utah is accepting applications for a term judicial law clerk position to U.S. Magistrate Judge Cecilia M. Romero. The salary is \$72,553 - \$103,409 based on qualifications and experience. This full-time position will begin September 2024 through September 2026.

POSITION OVERVIEW:

The judicial law clerk serves as legal advisor to the Honorable Cecilia M. Romero. The caseload in the jurisdiction is heavy, and the types of cases presented are varied and often involve novel issues of law. Employment with the United States District Court offers a generous benefit package, civil and criminal law experience, significant responsibility, and challenging work. Responsibilities include:

- Managing all aspects of assigned civil and criminal cases; review docket of pending cases to assure proper progress
- Performing legal research as needed; identify problem areas, make recommendations, and offer solutions
- Providing information and advice to the U.S. Magistrate Judge in connection with pending litigation; drafting bench memoranda, opinions, and Reports and Recommendations for the judge's review
- Answering general and procedural questions from attorneys, pro se litigants, and the public; communicating with other court officials and employees from other federal agencies
- Keeping abreast of changes in the law and federal and local rules to keep the judge advised of significant changes

The judicial law clerk may also have responsibility for some clerical/administrative duties, as the chambers arrangements do not include a judicial assistant. These duties may include coordinating the judge's meeting, appointments, and court schedule; making travel arrangements and submitting requests for travel reimbursement; assisting the courtroom deputy in maintaining electronic court calendar; having familiarity with the court's electronic filing and case management system; answering and screening telephone calls; having proficiency with proofreading and editing material for grammar, spelling accuracy, and word usage; and performing other duties as assigned.

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 of general jurisdiction. Litigation experience is not required but is strongly preferred.

The successful candidate must be able to communicate effectively, both orally and in writing; possess good judgment and discretion; be dependable, responsible, and able to 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 skills are essential.

SALARY AND BENEFITS:

The salary for this position is a Judicial Salary Plan (JSP) 11- \$72,553 to (JSP) 13- \$103,409, based on qualifications and experience. This is a 'term' position with an employment assignment of one to four years. This position falls within the Judicial Branch of the U.S. Government and the benefits include health, dental, vision and life insurance. 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 who 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 in the process of becoming a United States citizen.

APPLICATION INSTRUCTIONS:

Qualified candidates are invited to submit:

1. Letter of interest
2. Detailed resume including education and previous employment
3. One writing sample (no more than 15 pages)
4. Application for Judicial Branch Employment ([AO-78](#))
5. A list of three professional references

The application form ([AO-78](#)) is available via the court's web site <http://www.utd.uscourts.gov>. Applications will be screened for completeness and qualifications. Only 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 the application package in pdf format to: utd_humanresources@utd.uscourts.gov

Or mail or hand-deliver the application package to:

United States District Court for the District of Utah
Attn: HR – Romero Law Clerk Position
351 S. West Temple
Salt Lake City, UT 84101