



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SOUTHERN REGION

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK

ST. GEORGE, UTAH

06-UTD-26

OPEN DATE: JULY 1, 2026

CLOSE DATE: JULY 20, 2026

The United States District Court for the District of Utah is accepting applications for the position of Judicial Law Clerk to David Nuffer, United States Senior District Judge. This is a term law clerk position located in St. George, Utah, with an employment assignment of at least 12 months, starting no later than September 30, 2026. The starting salary is \$74,678 - \$106,437 based on qualifications and experience. By Judicial Conference policy a term law clerk may not serve more than four years in the federal system.

POSITION OVERVIEW:

The judicial law clerk serves as legal advisor to Senior U.S. District Judge David Nuffer. His reduced civil caseload in the Southern Region of the Court varied and involves novel issues of law. He has a limited criminal caseload. Employment with the United States District Court offers civil law experience at the federal court trial level and an environment providing significant responsibility and challenge. The federal court in St. George currently has three resident judges and support staff in chambers and the clerk's office.

Responsibilities include:

- Manage all aspects of assigned civil cases from inception to conclusion;
- Review all complaints, petitions, motions and pleadings to determine issues involved and bases for relief;
- Perform legal research as required; identify problem areas, make recommendations and propose solutions;
- Provide information and advice to the Judge about pending litigation; draft appropriate recommendations and orders for the Judge's review;
- Review docket of pending litigation to assure proper case progress;
- Maintain communication between the court and litigants; communicate with other court officials;
- Handle administrative responsibilities as assigned for the judge and for the court in the St. George location; and
- Keep abreast of changes in the law to aid the Judge and keep the judge advised of appropriate action.

This judicial law clerk is responsible for some clerical and administrative duties. These duties include: proficiency with electronic filing and case management systems; proofread and edit material for grammar, spelling accuracy and word usage; coordinate judge's schedule, arrange meetings and appointments; assist courtroom deputies in court and in maintaining the electronic court calendar; answer and screen telephone calls; meet and assist public; answer general inquiries; and perform other duties as assigned.

Because this position is located away from the central court location in the District of Utah, the position will require travel to Salt Lake City on occasion and this law clerk may have responsibility for some cases being heard outside of the St. George. Cost of authorized travel will be paid by the court.

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.

The successful candidate must be an excellent writer; absorb and analyze information quickly and accurately; research and reason reliably; communicate effectively, orally and in writing; exhibit good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor. This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time. Familiarity with all sorts of technology is helpful.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who have law clerk or other experience in the federal system, proficiency in the use of office technology, and post-graduation legal work experience including civil, criminal and federal litigation.

SALARY AND BENEFITS:

The salary for this position is a Judicial Salary Plan (JSP) 11-13, or \$74,678 - \$106,437 based on qualifications and experience. This is a term position with an employment assignment of at least 12 months. The position falls within the Judicial Branch of the U.S. Government. Benefits include health, dental, vision, life, and long-term care. Some benefits require co-payment. 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. Three recent writing samples that have not been edited by others (no more than 10 pages each)
4. Application for Judicial Branch Employment ([AO78](#))

The [application form](#) (AO-78) is available via the court's web site <http://www.utd.uscourts.gov> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages must be emailed in pdf format or received by July 20, 2026. 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. Interviews will be scheduled in St. George. Interview and relocation expenses will not be reimbursed. Video interviews may be used. If an accommodation is necessary to interview, please advise the Human Resources Office.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

**United States District Court
Attn: Human Resources
Judicial Law Clerk Position- St. George
351 South West Temple
Salt Lake City, UT 84101**

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER