



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK – TERM

(term beginning August 2025)

07-UTD-24

OPEN DATE: AUGUST 2, 2024

CLOSE DATE: AUGUST 23, 2024

The United States District Court for the District of Utah is accepting applications for a judicial law clerk position to U.S. Magistrate Judge Daphne A. Oberg for a term beginning in August 2025. The starting salary is \$72,553 - \$103,409 based on qualifications and experience. This is a term clerk position, fully in-person in Salt Lake City. By Judicial Conference policy, a “term” law clerk may not serve more than four years in the federal system. This position will have an employment assignment of up to two years.

POSITION OVERVIEW:

The judicial law clerk serves as legal advisor to the Honorable Daphne A. Oberg on civil cases. 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, legal experience, significant responsibility, and challenging work. Responsibilities include:

- Managing all aspects of assigned civil cases; reviewing docket of pending civil cases to assure proper progress
- Performing legal research as needed; identifying problem areas, making recommendations, and offering 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 will also have responsibility for some clerical/administrative duties, as the chambers arrangements do not include a judicial assistant. These duties include coordinating the judge’s appointments and court schedule; 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, by the time the clerkship begins, have a Juris Doctorate degree and be a member in good standing of, or have a pending application to, the bar of a state, territory, or Federal Court of general jurisdiction. Litigation experience is not required but is 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. These positions fall within the Judicial Branch of the U.S. Government, and the benefits include health, dental, vision, and life insurance. The positions are 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. Two writing samples that have not been edited by others (no more than 15 pages each)
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>. Application packages must be emailed in pdf format or received in hard copy no later than August 23, 2024. 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 to: utd_humanresources@utd.uscourts.gov

Or mail or hand-deliver the application package to:

United States District Court
Attn: Human Resources
Oberg Judicial Law Clerk Position
351 South West Temple
Salt Lake City, UT 84101