UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

CAREER JUDICIAL LAW CLERK

08-UTD-26

OPEN DATE: September 24, 2026 CLOSE DATE: October 10, 2026

The United States District Court for the District of Utah is accepting applications for a career judicial law clerk to the Honorable Robert J. Shelby, United States District Judge. The starting salary is $74,678 - $125,776 based on qualifications and experience.

POSITION OVERVIEW:
The career judicial law clerk serves as legal advisor to the Honorable Robert J. Shelby. The caseload in the jurisdiction is heavy and the types of cases presented are varied and often involve novel issues of law. The position requires excellent organizational, writing, and analytic skills. Employment with the United States District Court offers primarily civil as well as 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
- Inform and advise 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 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
- Aid the U.S. District Judge in the hiring and training of term law clerks

This judicial law clerk will have some clerical and administrative duties. These duties include proofreading and editing material for grammar; spelling accuracy and word usage; coordinating the judge's schedule, meetings, appointments, and some travel; assisting courtroom deputies in court and in maintaining the electronic court calendar; answering and screening telephone calls; meeting and assisting the public; answering general inquiries; and performing other duties as assigned. The position also requires proficiency with electronic filing and case management systems.

MINIMUM QUALIFICATIONS:
The successful candidate must have a Juris Doctor 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 with law review experience are strongly preferred. Previous clerkship and other post-law school legal experience is valued.

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 confidentially; 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. Computer-assisted legal research and word processing ability are essential.

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 court offers a generous benefit package, competitive salary and dedication to work/life balance including flexible schedules, and court paid public transportation or parking pass. The entry salary for this position is a Judicial Salary Plan (JSP) 11 - $74,678 to (JSP) 14 - $125,776 based on qualifications and experience. The position falls within the Judicial Branch of the U.S. Government and the benefits include health, dental, vision, life, paid vacation and sick leave, paid holiday leave, FERS-FRAE retirement benefits, and tax deferred savings plan. This position is subject to mandatory direct deposit participation. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations.

For appointment at a JSP Grade 12, 13 or 14, an applicant must also be a member of the Bar of a federal, state, or territorial court of general jurisdiction, and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 – one year of legal work experience;
- JSP 13 – two years of legal work experience;
- JSP 14 – three years of legal work experience (two of the three required years of legal work experience must have been served in the federal judiciary).

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 career 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. Two or three letters of recommendation

Application packages must be emailed in pdf format or received in hard copy and 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 accommodation is necessary for an 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 by October 10, 2026:

United States District Court
Attn: Shelby Law Clerk Position
351 South West Temple, Suite 10.420
Salt Lake City, UT 84101