



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH
SALT LAKE CITY, UTAH

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK (3)

11-UTD-19

OPEN DATE: DECEMBER 16, 2019

CLOSE DATE: JANUARY 7, 2020

PREFERRED RECEIPT DATE: DECEMBER 30, 2019

The United States District Court for the District of Utah is accepting applications for three judicial law clerk positions to the Honorable David Barlow, United States District Judge. These are 'term' law clerk positions (with an employment assignment of one to four years). The starting salary is \$62,236 – \$88,704 based on qualifications and experience. By Judicial Conference policy, a 'term' law clerk may not serve more than four years in the federal system. There is a possibility that one clerk position might become a career position.

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. 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:

- 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; drafting bench memoranda, options and Reports and Recommendations 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

This judicial law clerk may also be responsible for some clerical/administrative duties, as the chambers arrangements do not include a judicial assistant. These duties may include coordinating the judge's meetings, appointments and court schedule, making travel arrangements and submitting request 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, have 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 preferred. Candidates who commit to serving for more than one year may be preferred.

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 entry salary for this position is a Judicial Salary Plan (JSP) 11 - \$62,236 to (JSP) 13 - \$88,704 based on qualifications and experience. These are 'term' positions with an employment assignment of one to four years. There is a possibility that one position might become a career position. These positions fall 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 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. A recent writing sample that has not been edited by others (no more than 15 pages)
4. A list of three professional references
5. 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 in hard copy no later than January 7, 2020. Preference will be given to applications received by 9 a.m. on Monday, December 30, 2020. 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 application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

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