



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

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**VACANCY ANNOUNCEMENT**  
**JUDICIAL LAW CLERK (3)**

05-UTD-19

OPEN DATE: MAY 31, 2019

CLOSE DATE: JUNE 12, 2019

The United States District Court for the District of Utah is accepting applications for three judicial law clerk positions to the Honorable Howard C. Nielson, Jr., United States District Judge. These are “term” law clerk positions (with an employment assignment of one to four years). There is a possibility that one position will become a career position. 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.

**POSITION OVERVIEW:**

The judicial law clerk serves as legal advisor to the Honorable Howard C. Nielson, Jr. 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. District 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. Bar membership and litigation experience are not required but are 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- \$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 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) a letter of interest; (2) a detailed resume, including education and previous employment; (3) a recent writing sample that has not been edited by others (no more than 20 pages); and (4) an Application for Judicial Branch Employment (AO78), which is available [HERE](#), on the court’s website [www.utd.uscourts.gov](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 by no later than June 12, 2019 at 5:00 p.m. Applications will be screened for completeness and qualifications. Only the most qualified applicants will be contacted and selected for a personal interview. 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](mailto:UTD_HumanResources@utd.uscourts.gov)

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Or mail or hand-deliver the application package to:

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

