



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

## VACANCY ANNOUNCEMENT

### JUDICIAL LAW CLERK – ST. GEORGE, UTAH

13-UTD-19

OPEN DATE: DECEMBER 30, 2019

EXTENDED CLOSE DATE: JANUARY 31, 2020  
OR CLOSED WHEN FILLED

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 District Judge. This is a term law clerk position located in St. George, Utah, 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 in the federal system may not serve more than four years.

#### **POSITION OVERVIEW:**

The judicial law clerk serves as legal advisor to U.S. District Judge David Nuffer. The caseload in the Southern Region of the Court 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. The federal court in St. George currently has a small number of employees.

Responsibilities include:

- Manage all aspects of assigned civil and criminal 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;
- Assist the magistrate judge resident in St. George, who currently has no law-trained staff; 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, as there are currently no other chambers staff in St. George. These duties may include: answer and screen telephone calls; meet and assist public; answer general inquiries; coordinate judge's schedule, travel arrangements, meetings and appointments; assist courtroom deputies in court and in maintaining the electronic court calendar; be proficient with electronic filing and case management systems; proofread and edit material for grammar, spelling accuracy and word usage; 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 will 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 able to communicate effectively, both orally and in writing, possess 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 always 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. Familiarity with all sorts of technology is helpful.

**PREFERRED QUALIFICATIONS:**

Preference will be given to candidates who have 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 \$62,236 – \$88,704 based on qualifications and experience. This is a term position with an employment assignment of one to four years. 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 in hard copy no later than January 31, 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. Interviews will be scheduled in St. George. Anticipated start date is February 18, 2020. 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](mailto:UTD_HumanResources@utd.uscourts.gov)

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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**