



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

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK – ST. GEORGE UTAH
03-UTD-18

OPEN DATE: JUNE 26, 2018

CLOSE DATE: JULY 13, 2018

The United States District Court for the District of Utah is accepting applications for the position of Judicial Law Clerk to the David Nuffer, Chief 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 \$61,218 – \$87,252 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 Chief 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 location in St. George has only one other full-time federal court employee.

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 offer 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 progress
- Maintain liaison 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 assigned in St. George, who has no law trained staff
- Keep abreast of changes in the law to aid the Judge and keep Judge advised of those cases where action is appropriate

This judicial law clerk is responsible for some clerical/administrative duties, as there are 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 present location of the judge's chambers, the position will require travel to Salt Lake City on occasion and this law clerk will have responsibility for some cases arising out of the Southern Region. 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.

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 \$61,218 – \$87,252 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 and the benefits include: health, dental, vision, life, and long-term care. 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. a letter of interest, 2. a detailed resume including education and previous employment 3. three recent writing samples (no more than 10 pages each) and 4. an 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 received no later than July 13, 2018. 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.

Anticipated start date is in the latter half of August 2018. Interviews may be scheduled in St. George or in Salt Lake City. Interview and relocation expenses will not be reimbursed. All applicants scheduled for an interview should advise the Human Resources Office if an accommodation is necessary to interview.

Please email completed application packages in PDF format to UTD_HumanResources@utd.uscourts.gov or mail to:

**United States District Court
Attn: Human Resources
Judicial Law Clerk Position
351 South West Temple, Room No. 2.118
Salt Lake City, UT 84101**