



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

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**VACANCY ANNOUNCEMENT**

**JUDICIAL LAW CLERK - TERM**  
08-UTD-17

OPEN DATE: AUGUST 16, 2017

CLOSE DATE: SEPTEMBER 8, 2017

The United States District Court for the District of Utah is accepting applications for the position of Judicial Law Clerk to U.S. District Judge Clark Waddoups. This is a term law clerk position, with an employment assignment of one to four years. The starting salary is \$60,210 - \$85,816 based on qualifications and experience. By Judicial Conference policy a term law clerk may not serve more than four years in the federal system in a term position.

**POSITION OVERVIEW:**

The judicial law clerk serves as legal advisor to the U.S. District Judge Clark Waddoups. 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 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 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 in connection with 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
- Keep abreast of changes in the law to aid the Judge and keep Judge advised of those cases where action is appropriate

The judicial law clerk is also responsible for some clerical/administrative duties, as the chambers arrangements do not include a judicial assistant. These duties may include: answer and screen telephone calls; meet and assist public; answer general inquiries; coordinate judge's schedule and travel arrangements; coordinate judge's meeting and appointments; assist courtroom deputies in maintaining electronic court calendar; be familiar with electronic filing and case management systems; proofread and edit material for grammar, spelling accuracy and word usage; and perform 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. Judge Waddoups requires at least one year of prior work experience.

The successful candidate must also 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; 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 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 at least one year post graduate legal experience, law clerk experience, federal court work experience, and/or post graduate legal work experience in federal litigation. Judge Waddoups also prefers candidates who were in the top 20% of their class and on the school's Law Review.

**SALARY AND BENEFITS:**

The salary for this position is a Judicial Salary Plan (JSP) 11-13, or \$60,210 - \$85,816 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, flexible spending programs and long term care 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 lawful permanent residents who are seeking U.S. citizenship, under 8 U.S.C. § 1324b(a)(3)(B).

**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 of not more than 10 pages, indicating whether it has been edited; 4. an unofficial law school transcript; 5. three references; and 6. 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 Friday, September 8, 2017**. 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. 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](mailto: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. 2.117  
Salt Lake City, UT 84101**