



# UNITED STATES BANKRUPTCY COURT DISTRICT OF UTAH

## Vacancy Announcement

**Position:** Judicial Law Clerk (Term)

**Position Type:** Full-Time, Regular

**Location:** Salt Lake City, Utah

**Opening Date:** March 5, 2024

**Closing Date:** Open until filled\*

\*The position is for immediate availability. Priority given to applicants who apply before April 5, 2024.

**Position Start Date:** April 2024

**Salary Range:** \$72,553–\$113,047 (JSP 11/1 or higher)

(Starting salary commensurate with qualifications, experience, and salary history in accordance with U.S. Court Guidelines. The above range is based on 2024 pay tables.)

### POSITION SUMMARY:

The United States Bankruptcy Court for the District of Utah is accepting applications for the position of Judicial Law Clerk (Term) to the Honorable Peggy Hunt. The start date is flexible for this position, based on the applicant's circumstances and availability. The Term Law Clerk will conduct legal research and analysis on issues, develop recommendations for the Judge, review motions on the calendar, prepare memoranda and summaries, maintain notes during motion calendars and evidentiary hearings, draft orders, judgments, memoranda and opinions for the Judge's review, and perform other duties as assigned.

The Term Law Clerk is hired for a one-year position, with the opportunity to renew for a second year at Judge Hunt's discretion.

### MINIMUM PREFERRED QUALIFICATIONS:

Applicants must be law school graduates (or be certified as having completed all law school studies and requirements and merely awaiting conferment of a law degree) from an accredited law school, and have one or more of the following attributes:

- Standing within the upper third of their law school class;
- Experience on the editorial board of a law review; or
- Other demonstrated proficiency in legal writing and analysis, which in the opinion of the Judge, is the equivalent of the experience above, including but not limited to the following:
  - Experience as a law clerk or intern to a federal, state, or local judge;
  - Experience in a private firm or public agency;
  - Participation in a legal aid or other clinical program sanctioned by the law school;
  - Publication of an article in a law school publication or other scholarly publication;
  - Membership on a moot court team that represents the law school in competition with other law schools; or
  - Special high-level honors for academic excellence in law school.

Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis, and Microsoft Office. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written, interpersonal and time management skills, maturity, judgment, and discretion are required. It is preferred, though not required, that applicants have taken a bankruptcy course in law school or have experience in the bankruptcy field or comparable practice areas.

DUTIES:

- Review complaints, petitions, motions, and other matters that come before the Court to determine the issues involved and the basis for relief;
- Review dockets of pending litigation and monitor progress;
- Screen draft orders for Court's review;
- Perform legal research;
- Identify issues before the Court and make recommendations;
- Provide information in connection with pending litigation;
- Draft bench memos for consideration;
- Proofread orders and opinions and verify citations;
- Keep abreast of changes in the law and brief Judge Hunt;
- Assist during courtroom proceedings;
- Share in the administrative tasks of chambers; and
- Perform other duties as assigned.

SALARY AND BENEFITS:

The salary will be established by applying the Judicial Salary Plan of the United States Courts to the successful applicant's qualifications.

To qualify for grade 11 in the Judicial Salary Plan (JSP), the applicant must have graduated from a law school of recognized standing. To qualify at a higher level, legal work experience and bar membership is required.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school.

Although not included in the federal government's Civil Service classification, the Term Law Clerk enjoys substantially the same benefits as other federal government employees. The available benefits package includes eleven paid holidays per year, health insurance benefits, dental and vision benefits, life insurance benefits, long-term care insurance, and flexible spending accounts. Employees are required to participate in Electronic Funds Transfer for receipt of net pay.

### INFORMATION FOR APPLICANTS:

The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position and only applicants selected for an interview will be notified. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Applicants must be United States citizens or eligible to work in the United States.

The successful candidate must submit a Federal Judicial Branch Application for Employment (AO-78).

The successful candidate is subject to a background check or investigation, which may include an FBI fingerprint check.

Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the Court.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

The United States Bankruptcy Court for the District of Utah is an Equal Opportunity Employer.

### APPLICATION PROCEDURE:

Qualified applicants should apply through Online System for Clerkship Application and Review (OSCAR) <https://oscar.uscourts.gov>. Applicants must provide (1) résumé; (2) cover letter; (3) writing sample showing legal analysis; (4) law school transcript; (5) undergraduate transcript; and (6) three letters of recommendation.