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## LAW CLERK ATTORNEY - 2ND DISTRICT - LAYTON & FARMINGTON

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The Utah State Courts seeks talented and motivated individuals to help in its mission "to provide the people with an open, fair, and independent system for the advancement of justice under the law".

Do you want to be part of an organization whose people are passionate about a bold and noble purpose? Do you enjoy being a driving force for equal justice under the law?

Do you have legal experience? Are you working to obtain or have your Juris Doctorate? Are a member or are you working to become a member of the Utah State Bar in good standing? If so, this may be the perfect opportunity for you to join an energetic, mutually supportive, and visionary team as a Law Clerk Attorney.

As part of this application process, **you must upload your resume, cover letter and transcript into your application profile.** Your answers to the questions on this application must be supported by your resume or work history. "See resume" or "see previous response" is not an acceptable response to any questions. Failure to follow these terms may result in disqualification from further consideration for this position.

**For more information on this position and others with the Utah State Courts please visit <https://utcourts.applicantpro.com/jobs/>**

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**Salary:** \$26.91 - \$28.96

**Opening Date:** 9/12/22

**Closing Date:** Open until filled

**Number Of Openings:** (1) Full-time, FLSA exempt, at-will position with benefits | Monday-Friday | 8:00 am to 5:00 pm

**Physical Address:** 2nd District Court - Farmington (800 West State Street | Farmington, UT 84025) & Layton (425 N. Wasatch | Layton, UT 84041)

**Benefits:** These positions are eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**Criminal Background Check:** You must successfully pass a criminal history check.

**Driver's License Requirements:** Employees hired for this recruitment will be subject to the Driver Eligibility standards.

**EEO STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete this application process, please contact Sarah O., Courts HR Generalist, at saraho@utcourts.gov.

### **Job Description**

The Law Clerk Attorney plays a crucial role in providing an open, fair, efficient, and independent system for the advancement of justice under the law. Under direction of a Court Executive or Court Level Administrator, a Law Clerk Attorney directly assists Judges or Justices by performing delegated judicial activities to ensure fair and efficient court proceedings. Such work may include conducting in-depth legal research, drafting legal case opinions, and creating trial briefings. A Law Clerk Attorney may also manage evidence, draft schedules, communicate with attorneys and clients, record statements from witnesses, assist in a courtroom during a trial, and other similar activities so that courtroom decisions may be guided by well-informed, principled analysis. The supervising Court Executive or Court Level Administrator solicits regular input from Judges or Justices regarding the Law Clerk Attorney's work performance and provides feedback to the Law Clerk Attorney as needed.

### **Example of Duties**

- Compiles references on laws and decisions; reviews current case law, and makes recommendations to judges.
- Prepares bench memoranda summaries of assigned cases for judges who will be hearing the case; reviews records, briefs, and oral arguments to acquire a complete understanding of the case.
- Research case files, briefs, the trial court record, and other documents; research primary and secondary sources of law; assist others with research.

- Types initial drafts of legal opinions. Edits final drafts of legal opinions with strict attention to writing syntax and mechanics and to format and citation conventions. Distributes opinions to case law publishers.
- Prepares bench memoranda summarizing and analyzing moving papers and arguments of parties for judges assigned to the case.
- Prepares and drafts opinions upon request; edits opinions according to judge's instructions; finalizes drafts of opinions.
- Performs other related duties as assigned.

### **Typical Qualifications**

- Graduation from an accredited law school with a juris doctorate degree.
  - Current licensure to practice law in the United States within 12 months of hire.
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### **Supplemental Questions**

- \* 1) This position requires a Juris Doctorate degree. What is the highest level of education you've completed?

Less than a Bachelor's Degree  
 Bachelor's Degree  
 Master's  
 Juris Doctorate (JD)  
 PhD

- 2) If you have not yet graduated with your Juris Doctorate, please indicate your intended graduation date below.

- \* 3) Are you a member of the Utah State Bar in good standing?

Yes  
 No

- 4) Currently, if you are not a member of the Utah State Bar, please indicate when you took the Bar exam, when you plan to take the Bar exam, or the state(s) you are currently admitted to the Bar.

- \* 5) Select the category that best describes your years of legal experience.

None  
 Less than 1 year  
 1-2 years  
 2-3 years  
 3-4 years  
 4-5 years  
 More than 5 years

\* 6) Are you a current or former State of Utah employee?

Yes

No

\* 7) As a veteran of the armed services, you may be entitled to preference when seeking initial employment with the Utah State Government ([Utah Code 71-10-1](#)). Please indicate your veteran status:

Veteran

Not a Veteran

Veteran with a disability or Purple Heart recipient

Spouse, widow, or widower, of a veteran

Spouse, widow, or widower, of a veteran with a disability or Purple Heart recipient

\* 8) Having applied for an employment opportunity with the Utah State Courts, I hereby authorize the Utah State Courts to conduct a thorough background check including but not limited to references, employment records, convictions, and criminal records. I understand that such background checks will only be made upon final selection for an employment position and that all information will be kept confidential and released only to authorized representatives. I understand that any falsification of data on my part will result in disqualification from further consideration (prior to approval) or dismissal (if already approved); and that certain offenses may bar me from further consideration or result in termination. I hereby release the Utah State Courts and all authorized parties from any civil or criminal liability from my background check.

I acknowledge I have read the above statement.