

## ***JOB ANNOUNCEMENT***

**POSITION:** Law Clerk/Bailiff  
**SALARY:** \$16.50 (\$14.00 during POST training)  
**LOCATION:** Fourth District Court - Provo  
**TYPE OF POSITION:** Full time one year time limited with Utah County benefits  
**CLOSING DATE:** December 31, 2009  
**POSITION STARTING DATE:** August 1, 2010

**NUMBER OF POSITIONS:** 10

### **DIRECT INQUIRIES AND APPLICATIONS TO:**

Paul Vance, Fourth District Trial Court Executive  
125 N. 100 W.  
Provo, UT 84601  
801-429-1038  
[paulv@email.utcourts.gov](mailto:paulv@email.utcourts.gov)

Applicants should submit the following (email preferred)

Resume  
Writing sample  
Recent grade transcript  
References

The Fourth District Court of Utah is a court of general jurisdiction located in Provo, Utah. The Court offers a unique employment opportunity for law school graduates. Each year, beginning August 1, the Court employs ten full time law clerks who also serve as courtroom bailiff to one judge. Although selected by the judges, the successful candidates are employed by the **Utah County Sheriff** as special function deputy sheriff. The timetable for the position is: interviews and selection in January 2010, POST certification training (full time six weeks with pay) May-June, begin work August 1, 2010.

**DUTIES:** Performs courtroom bailiff duties which include opening and closing court sessions, maintaining order in the courtroom, protecting integrity of jury during deliberations. Performs professional legal research and analysis on complex legal issues for district court judge including, but not limited to:

- Researching legal questions; reviewing records, trial transcripts, jury instructions, and briefs to acquire understanding of cases;
- Preparing and drafting opinions, editing opinions as directed by a judge; and finalizing drafts;
- Preparing bench memoranda summaries of assigned cases; compiling references on laws and decisions; reviewing current case law. Assisting judges with other related duties.

**REQUIRED QUALIFICATIONS:** Graduation from an ABA accredited law school with a Juris Doctorate degree no later than April 30, 2010.

**LICENSING AND CERTIFICATION:**

Incumbent must obtain Special Function Officer certification through a POST (Utah State Peace Officer Standards and Training Certification Agency). POST training begins after selected in May 2010. POST certification includes successful completion of psychological profile, physical fitness exam, and background investigation. **Incumbent must be a citizen of the United States and must be 21 years of age. Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.**

**PHYSICAL REQUIREMENTS:** Incumbents are required to participate in a pre-test to measure the required fitness levels of the Cooper Single Norm Physical Assessment Test, which include cardiovascular endurance, muscular endurance, and strength testing.

*Physical Assessment Test:* All applicants will be required to participate in the physical assessment test. The testing will be administered in accordance with the Utah Peace Officer Standards and Training guidelines.

***POST ENTRANCE AND EXIT REQUIREMENTS***

Physical Fitness Entrance Requirements	Time and Repetition Requirements
1.5 MILE RUN	1.5 mile run in 15:54 minutes
SIT-UPS	26 Sit-Ups in one (1) minute
PUSH-UP	18 Push-Ups maximum repetitions with no time constraint and no rest during this phase of the test.
VERTICAL JUMP	16 inches

Physical fitness Exit Requirements	Time and Repetition Requirements
1.5 MILE RUN	1.5 mil run in 14.46 minutes
SIT-UPS	29 Sit-ups in one (1) minute
PUSH-UP	21 Push-Ups maximum repetitions with no time constraint and no rest during this phase of the test.
VERTICAL JUMP	17.5 inches
300 METER	64 seconds