



**United States District Court for
the Eastern District of Washington**

**VACANCY ANNOUNCEMENT
2022-1 Career Law Clerk to
U.S. District Judge
Full-Time Telework Potential
Spokane, Washington**

The United States District Court for the Eastern District of Washington is currently seeking applications for a full-time *Career Law Clerk* to a United States District Judge. The career clerk will be stationed in Spokane, Washington, with occasional travel to the courthouses located in Richland and Yakima. Telework will be considered for an extremely qualified candidate. Chambers staff also includes two term law clerks, who are hired for two-year rotating terms.

Position:	Career Law Clerk to United States District Judge
Salary Range:	JSP 11 – JSP 14 (\$66,214 - \$144,976), depending on experience
Duty Station:	Spokane, Washington
Telework Potential:	For highly qualified applicants.
Opening Date:	January 3, 2022
Closing Date:	Position is open until filled. Applications will be reviewed on a rolling basis, and interested candidates are encouraged to apply <i>as soon as possible</i> .
Anticipated Start Date:	February 14, 2022 (approximately)

POSITION SUMMARY:

The career clerk will review civil and criminal records and legal submissions; monitor and track case progress and pending litigation; perform legal research on a wide array of issues; prepare bench memoranda; draft and edit orders and opinions; attend and assist with court proceedings; and perform case management through the Case Management/Electronic Case Filing (CM/ECF) system. In addition, the career clerk will handle some of Chambers' administrative tasks, including managing the civil docket, assigning cases, and communicating with parties and counsel. The career clerk will assist with training term law clerks and supervising externs/interns. Prior clerkship experience and/or prior legal practice experience required.

QUALIFICATION/EXPERIENCE:

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a graduate from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of their class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review (or journal) of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Two or more years of civil and/or criminal practice experience.
- Prior experience of clerking, externing/interning, or litigating in federal court.
- Graduation from law school with a cumulative GPA of 3.5 or higher.
- Membership on a law review/journal.
- Participation in Moot Court.
- Class standing of top 25%.
- Substantive legal work experience post-law school.
- Strong legal research and writing skills.
- Organizational skills, Internet research skills, and superior skill with Westlaw and MSWord are essential.
- Specific ties to Washington State or the Pacific Northwest (please address in cover letter).

Salary:

The pay rate offered is subject to Judicial Officer approval.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3*	Yes

(*For JSP-14, two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, death penalty law clerk, or Supreme Court Fellow.)

Legal Work Experience:

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Personal Character:

The successful candidate should be mature, responsible, possess excellent organizational, administrative, project management and interpersonal skills, be a self-starter, maintain a professional appearance and demeanor at all times, be able to work harmoniously with others and communicate effectively, both orally and in writing. Computer and Windows environment literacy/proficiency required.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefit package includes:

- Eleven paid federal holidays.
- Paid annual and sick leave.
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE).
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefit Program (FEHB).
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP).
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI).
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement.
- Federal Long-Term Care Insurance Program (FLTCIP).
- Flex Lite Program.
- Telework Program.
- Public Service Loan Forgiveness Program.

CONDITIONS OF EMPLOYMENT:

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

Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court.

The position is classified as a sensitive position within the federal judiciary. The successful candidate for this position will undergo an FBI fingerprint check and retention will depend upon a favorable suitability determination from this background check. The incumbent may be subject to periodic updates.

The Federal Financial Management Reform Act requires employees direct deposit their federal wages.

APPLICATION PROCEDURES:

Qualified applicants should submit **one PDF** application package to mailto:2021-9_Term_LC@waed.uscourts.gov.

Materials must include:

- Cover letter
- Detailed resume
- One writing sample (demonstrating substantive legal analysis)
- Two professional references
- Copy of law school transcript

- Completed AO 78 employment application form. (Please complete optional background information on pg. 5.)

Application packages including all information requested will be considered. (Allowances will be made for supplemental submission of delayed transcripts.) Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Candidates will be contacted for interviews as applications are submitted. Only those applicants selected for interview will be contacted.

Interviews may be conducted in person or virtually. Applicants wishing to interview in person must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.

Excellence in Court Administration, and Optimal Service to the Public, Court and Bar.
Equal Employment Opportunity Employer.