



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**LAW CLERK TO
U.S. SENIOR DISTRICT JUDGE PECHMAN**

ANNOUNCEMENT NUMBER 24-WAW-18

ANNOUNCEMENT DATE March 11, 2024

CLOSING DATE Open until filled; preference given to resumes received by May 1, 2024

The U.S. District Court for the Western District of Washington is seeking qualified candidates from all backgrounds for the position of Term Law Clerk for United States Senior District Judge Marsha J. Pechman in Seattle, Washington. The start date for this position is May 7, 2024. This position is full-time (80 hours per two-week period).

REPRESENTATIVE DUTIES Judge Marsha J. Pechman, U.S. Senior District Judge in the Western District of Washington at Seattle, seeks applicants for a one-year term clerkship with the possibility of a second year by mutual agreement. Law clerks work closely with Judge Pechman on civil litigation filed in District Court. Primarily research and writing with some administrative/case management duties. Applicants should be aware that Judge Pechman no longer hears criminal, pro se, and patent cases.

QUALIFICATIONS Applicants must possess excellent research and writing skills. Applicants must have excellent academic credentials and be admitted to at least one state bar, though it does not have to be the Washington State Bar. Applicants must have a minimum of two-years work experience (whether before or after law school) or a previous clerkship and a demonstrated ability to work independently. Preference will be given to those who have performed public service, especially with the Peace Corps, AmeriCorps, Teach For America, or other similar organizations.

SALARY RANGE Judiciary Salary Plan (JSP) Grade 11 – 13, depending on experience, qualifications, and bar membership.

Salary range: \$81,242 to \$115,793 annually, full-time.

BENEFITS The U.S. District Court provides a generous benefits package, competitive salary, ORCA transit pass and a dedication to work/life balance, including flexible schedules and telework opportunities. All law clerks are eligible for health and life insurance benefits, long term care options, annual and sick leave accrual, and eleven paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

APPLICATION INSTRUCTIONS

Qualified applicants must submit the following:

- A cover letter
- A current resume
- Law School and Undergraduate transcripts
- A minimum of three professional references and/or letters of recommendation, including at least one from a current or former employer
- A writing sample that is no longer than ten pages in length, double spaced
- [Completed AO78 Form](#) Application for Federal Employment - ** For this vacancy announcement (24-WAW-18), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

The preferred method for submitting materials is via OSCAR. Application materials can also be submitted via e-mail to: ian_mensher@wawd.uscourts.gov

Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process.

INFORMATION FOR APPLICANTS

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

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

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.

The United States District Court is an equal opportunity employer and values diversity in the work place.