



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

TERM LAW CLERK TO U.S. DISTRICT JUDGE RICARDO S. MARTINEZ

ANNOUNCEMENT NUMBER 23-WAW-39

ANNOUNCEMENT DATE October 3, 2023

CLOSING DATE Open until filled; applications will be accepted on a rolling basis.

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 District Judge Ricardo S. Martinez in Seattle, Washington. The start date for this position is January 16, 2024. This position is full-time (80 hours per two-week period).

REPRESENTATIVE DUTIES Law clerks work closely with the Judge on civil and criminal litigation filed in District Court. Law clerks conduct research and prepare drafts of opinions and orders. Law clerks will also have the opportunity to work on various long-term projects, be involved in courtroom proceedings, and assist in the judicial extern program.

QUALIFICATIONS **Candidates must possess excellent research and writing skills.** They must also be law school graduates from an accredited law school; be organized and work well independently; be experienced with Word, Westlaw, Lexis, and related software; and have a demonstrated commitment to diversity and an inclusive work environment. Candidates who are granted interviews may also be required to complete a timed legal research and writing assignment; therefore, candidates must have access to Westlaw or Lexis. **Applicants with more than two years of litigation experience are encouraged to apply.**

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

Salary range: \$76,860 to \$142,408 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.

<p>APPLICATION INSTRUCTIONS</p>	<p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> • A cover letter including a Statement of Qualifications (see below), not to exceed three pages • A current resume • A minimum of three professional references and/or letters of recommendation (verify with chambers) • A writing sample that is five to ten pages in length • Completed AO78 Form Application for Federal Employment - <i>* For this vacancy announcement (23-WAW-39), you do not need to complete the optional background information – questions 18, 19, and 20.</i> <p>Application materials can be submitted via email to: Lowell_Williams@wawd.uscourts.gov. Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.</p>
<p>INFORMATION FOR APPLICANTS</p>	<p>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.</p> <p>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.</p> <p>The Federal Financial Management Reform Act requires direct deposit of federal wages.</p> <p>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.</p> <p>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.</p> <p>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.</p>