



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**LAW CLERKS TO
CHIEF U.S. DISTRICT JUDGE DAVID G. ESTUDILLO**

ANNOUNCEMENT NUMBER	24-WAW-06
ANNOUNCEMENT DATE	November 3, 2023
CLOSING DATE	Open until filled; interviews will begin in December 2023/January 2024. The U.S. District Court for the Western District of Washington is seeking qualified candidates from all backgrounds for the positions of Term Law Clerk for Chief U.S. District Judge David G. Estudillo in Tacoma, Washington. There are three positions available, with start dates in the Fall of 2024. Judge Estudillo will consider allowing one clerk to work from the Seattle Courthouse. The positions are 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 and will have the opportunity to work on various long-term projects, be involved in courtroom proceedings, and assist with the judicial extern program.
QUALIFICATIONS	Candidates must be law school graduates from an accredited law school; be organized and work well independently; possess excellent research and writing skills; be experienced with Word, Westlaw, or Lexis, and related software; and must have a demonstrated commitment to valuing diversity and contributing to an inclusive work environment. At least one year of litigation experience is preferred.
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 <u>not</u> 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 .

INFORMATION FOR APPLICANTS

Qualified applicants should submit the following:

- A letter of interest
- A current resume
- A response to the Statement of Qualifications, below
- A minimum of three letters of recommendation. Applicants with prior clerkship experience should include contact information for all judges for whom the applicant has clerked.
- A writing sample that is five to ten pages in length
- A completed [AO78](#), Application for Employment. *For this vacancy announcement (24-WAW-06), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

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

Candidates are encouraged to apply via [OSCAR](#).

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must be 12-point font, single-spaced, minimum one-inch margins, and no more than three pages.

1. Please address the following:
 - a. Experience with issues of cultural competence, sensitivity to and understanding of diverse socioeconomic, gender identity, sexual orientation, abilities, and ethnic backgrounds of people in our community.
 - b. Experience and education outside the legal profession and how they enabled or encumbered your career and personal growth.
 - c. Management and leadership experience.
2. Explain why you think who you are will be compatible with Judge Estudillo as a person and as a judge. Please use the publicly available information to respond to this question.

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 court may select a candidate from the applicants who responded to the original announcement without posting the position. 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 workplace.