



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**TERM LAW CLERKS TO
U.S. DISTRICT JUDGE JAMAL N. WHITEHEAD**

ANNOUNCEMENT NUMBER 24-WAW-08

ANNOUNCEMENT DATE December 1, 2023

CLOSING DATE Open until filled. Preference given to résumés received by December 29, 2023.

United States District Judge Jamal Whitehead of the Western District of Washington seeks two term law clerks to begin in June or July 2024. Chambers will review applications as they are received and conduct interviews on a rolling basis.

REPRESENTATIVE DUTIES Law clerks work with the Judge on civil and criminal cases filed in the District. Law clerks conduct research, draft opinions, orders, and memorandums, and work on various long-term projects. Law clerks also assist with courtroom proceedings, general administrative duties, and running chambers on a day-to-day basis.

QUALIFICATIONS Applicants must be graduates of an accredited law school. Applicants must possess superior research and writing skills, quick analytical ability, strong interpersonal and time management skills, and the ability to work well independently and as part of a team. Applicants must have a high regard for confidentiality and a demonstrated commitment to an inclusive work environment. Applicants must also be able to function in a highly demanding environment and in the highest ethical manner. Applicants with a prior clerkship or two years of litigation experience are preferred.

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

Salary range: \$73,098 to \$135,437 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 more information about employment with the federal courts, please visit www.uscourts.gov.

<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> • Cover letter or letter of interest no longer than three pages. • Résumé. • Law school transcript for any applicant with less than five years of experience as an attorney. • Three letters of recommendation. Applicants with prior clerkship experience should include contact information for all judges for whom they clerked. • Two writing samples, including your most recent work of legal writing and another writing sample of your choice. Writing samples should be no longer than 10 pages. • Completed AO78, Application for Employment form. <p>Completed applications may be submitted in OSCAR or via email (single .PDF file with searchable text and bookmarked attachments preferred) to lindsay_cason@wawd.uscourts.gov.</p> <p>Please do not mail paper applications or letters of recommendation to chambers.</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 applicants. 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 status, 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 case-by-case.</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 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.</p>

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