



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**LAW CLERK TO
U.S. DISTRICT JUDGE TANA LIN**

ANNOUNCEMENT NUMBER 24-WAW-11

ANNOUNCEMENT DATE December 1, 2023

CLOSING DATE Open until filled; interviews anticipated to occur beginning in March 2024.

The U.S. District Court for the Western District of Washington is seeking qualified candidates from all backgrounds for the position of Career Law Clerk or Term Law Clerk for United States District Judge Tana Lin in Seattle, Washington. Please indicate in your letter of interest if you want to be considered for a term clerkship, career clerkship, or both. The term clerkship will be for a minimum one-year term but may be extended by mutual agreement. Judge Lin prefers term clerks willing to serve for 18 to 24 months but this is not a mandatory requirement. The start date for this position is anticipated to be in or around October 2024.

REPRESENTATIVE DUTIES All law clerks work closely with Judge Lin on civil and criminal litigation filed in District Court. Law clerks conduct research and prepare drafts of opinions and orders. Law clerks will be involved in courtroom proceedings, help administer a judicial extern program, and may have the opportunity to work on various long-term projects. Law Clerks are also responsible for some administrative duties in chambers. A Career Law Clerk may take on additional administrative responsibilities in chambers, generally assist in running chambers, and provide oversight for term law clerks and externs.

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, Lexis, and related software; and must have a demonstrated commitment to diversity and an inclusive work environment. Candidates for the Term Law Clerk position must have at least one year of federal clerkship experience or two years of litigation experience. Candidates for the Career Law Clerk position must have at least two years prior federal judicial clerkship experience or three years of litigation experience.

SALARY RANGE Judiciary Salary Plan (JSP) Grade 11 – 14, depending on experience, qualifications, and bar membership.

Salary range: \$76,860 to \$129,451 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.

INFORMATION FOR APPLICANTS

Qualified applicants should submit the following:

- A letter of interest (Cover Letter)
- A current resume
- A response to the Statement of Qualifications, below
- A minimum of three professional references. 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

Applications submitted via e-mail and/or OSCAR are preferred. 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. Incomplete applications may not be considered in the recruitment process.

Any application materials not submitted through OSCAR may be submitted via e-mail to: LinClerkApps@wawd.uscourts.gov

or mailed to:

The Honorable Tana Lin
U.S. District Court
700 Stewart Street, Suite 13229
Seattle, WA 98101

STATEMENT OF QUALIFICATIONS

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

1. Judge Lin has a strong commitment to fostering the development of lawyers who contribute to the diversity (broadly defined) of the legal profession. What unique background or experience (personal and/or professional) do you have that will contribute to the environment and work of Judge Lin's chambers?
2. Provide an example of a public service or volunteer experience you have engaged in, why you chose to pursue it, and how it has shaped the lawyer you are today.
3. Explain why you think who you will be compatible with Judge Lin as a person and as a judge. Please use publicly available information to respond to this question.
4. For applicants for the Career Law Clerk position: Why do you want to be a career law clerk?

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.