



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**LAW CLERKS TO
U.S. DISTRICT JUDGE TIFFANY M. CARTWRIGHT**

ANNOUNCEMENT NUMBER	24-WAW-21
ANNOUNCEMENT DATE	April 1, 2024
CLOSING DATE	Open until filled; interviews will be conducted on a rolling basis. Judge Cartwright will follow the Federal Law Clerk Hiring Plan for applicants who are rising 3Ls.
REPRESENTATIVE DUTIES	<p>The U.S. District Court for the Western District of Washington seeks qualified candidates from all backgrounds for the position of Term Law Clerk or Career Law Clerk for United States District Judge Tiffany M. Cartwright in Tacoma, Washington. The start date for the positions is anticipated to be September 2025. The Term Clerk position is for a minimum of one year but may be extended by mutual agreement. These positions are full-time (80 hours per two-week period).</p> <p>Law Clerks work closely with the Judge on civil and criminal litigation filed in District Court. Law Clerks conduct research, prepare drafts of orders, work on various long-term projects, assist in courtroom proceedings, and assist in the judicial extern program. Law Clerks are also responsible for some administrative duties in chambers. A Career Law Clerk will also be responsible for administrative duties in chambers, will assist in running chambers, and will assist in oversight for externs.</p>
QUALIFICATIONS	<p>Candidates must be graduates of an accredited law school. Candidates for the Career Law Clerk position must have at least two years prior federal judicial clerkship experience or three years litigation experience. Candidates must demonstrate 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. Candidates should also be experienced with Word, Westlaw, Lexis, and related software. Candidates must have a high regard for confidentiality and ethics and a demonstrated commitment to an inclusive work environment.</p>
SALARY RANGE	<p>Judiciary Salary Plan (JSP) Grade 11 – 14, depending on experience, qualifications, and bar membership.</p> <p>Salary range: \$81,242 to \$177,885 annually, full-time</p>
BENEFITS	<p>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. Career law clerks are eligible to participate in the Federal Employees Retirement System and Thrift Savings Plan (similar to a 401K). 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.</p>

**INFORMATION FOR
APPLICANTS**

Qualified applicants should submit the following:

- A letter of interest of no more than 3 pages addressing the following:
 - Why you are interested in clerking for Judge Cartwright.
 - For Career Law Clerk applicants: why do you want to be a Career Law Clerk?
 - Your experience with issues of cultural competence, sensitivity to and understanding of people from diverse backgrounds, such as socioeconomic status, race or ethnicity, national origin, religion, gender identity, sexual orientation, or ability.
 - Your experience and education outside the legal profession and how that has enabled or encumbered your career or personal growth.
- A current resume
- A law school transcript for any applicant with less than five years of experience as an attorney
- A minimum of three letters of recommendation or contact information for professional references. Applicants with prior clerkship experience should include contact information for all judges for whom the applicant has clerked.
- A writing sample of around 10 pages in length
- A completed [AO78](#), Application for Employment ***For this vacancy announcement (24-WAW-21), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

Candidates are required to apply via OSCAR.

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 status, religion, and socio-economic circumstance.

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