



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

**CAREER LAW CLERK TO  
U.S. DISTRICT JUDGE TIFFANY M. CARTWRIGHT**

**ANNOUNCEMENT NUMBER** 25-WAW-13

**ANNOUNCEMENT DATE** February 28, 2025

**CLOSING DATE** Open until filled; interviews will begin immediately.

The U.S. District Court for the Western District of Washington is seeking qualified candidates from all backgrounds for the positions of Career Law Clerk for United States District Judge Tiffany M. Cartwright in Tacoma, Washington. The start date for this position is anticipated to be September 2026. 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, prepare drafts of opinions and orders, and attend courtroom proceedings. Law clerks can also work on various long-term projects.

The Career Law Clerk will be responsible for some administrative duties in chambers and assist in running chambers. The Career Law Clerk will also assist in supervising judicial externs.

**QUALIFICATIONS** Candidates for the Career Law Clerk position must have at least two years of federal judicial clerkship experience or three years of litigation experience. A previous U.S. District Court clerkship is preferred. Candidates must also 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, Excel, Westlaw, Lexis, and related software; and must have a demonstrated commitment to an inclusive work environment.

**SALARY RANGE** Judiciary Salary Plan (JSP) Grade 11 – 14

Salary range: \$83,104 to \$181,956 annually, full-time, depending on experience, qualifications, and bar membership.

**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. Judicial employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit [www.uscourts.gov](http://www.uscourts.gov)

<p><b>INFORMATION FOR APPLICANTS</b></p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> <li>• A letter of interest that explains why you think you would be compatible with Judge Cartwright as a person and as a judge. Please use publicly available information to respond to this question. The letter may exceed one page.</li> <li>• Response to the following question: Why do you want to be a Career Law Clerk?</li> <li>• A current resume</li> <li>• A minimum of three professional references. Applicants with prior clerkship experience should include contact information for all judges for whom the applicant has clerked.</li> <li>• A writing sample that is five to ten pages in length</li> <li>• A completed <a href="#">AO78</a>, Application for Employment (for this position, you do not need to complete the optional background information questions 18, 19, and 20.</li> </ul> <p>Candidates must apply via <a href="#">OSCAR</a>.</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 court may select a candidate from the applicants who responded to the original announcement without posting the position.</p>