



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

LAW CLERK TO U.S. MAGISTRATE JUDGE BRIAN TSUCHIDA

ANNOUNCEMENT NUMBER 25-WAW-16

ANNOUNCEMENT DATE April 22, 2025

CLOSING DATE Open until filled.

The U.S. District Court for the Western District of Washington is seeking qualified candidates from all backgrounds for a position as Term Law Clerk for United States Magistrate Judge Brian Tsuchida in Seattle, Washington. The start date for this position is **August 4, 2025**. This position is full-time (80 hours per two-week period). The term for this position is 18 months, with an option to extend the term by mutual agreement of the candidate and Judge Tsuchida (up to a maximum of 4 years).

REPRESENTATIVE DUTIES Law clerks work closely with the Judge on civil and criminal litigation filed in District Court. Law clerks manage the cases assigned to the Judge, conduct research, and prepare drafts of opinions, orders, and reports and recommendations. Law clerks will also have the opportunity to work on various long-term projects and court committees, be involved in courtroom proceedings, and assist in the judicial extern program.

QUALIFICATIONS Candidates must possess excellent writing and communication skills and have strong organizational skills. Candidates must understand and have experience addressing issues arising in the course of federal civil litigation. They must also be law school graduates from an accredited law school; be organized and work well independently; be experienced with MS Word, Westlaw, Lexis, and related software; and have a demonstrated commitment to diversity and an inclusive work environment.

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

Salary range: \$83,104 to \$153,982 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.

APPLICATION INSTRUCTIONS

Qualified applicants must submit the following:

- A cover letter
- A current resume
- A minimum of three professional references with contact information
- A writing sample that is five to ten pages in length (preferably drafted in the last 12 months)
- [Completed AO78 Form](#) Application for Federal Employment - ** For this vacancy announcement (25-WAW-16), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

The preferred method for submitting materials is via OSCAR. Application materials can also be submitted via e-mail to: harold_taw@wawd.uscourts.gov and melissa_manke@wawd.uscourts.gov

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 and/or attachments received after the closing date may not be considered in the recruitment process.

INFORMATION FOR APPLICANTS

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 Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. 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 work place.