



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

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

ANNOUNCEMENT NUMBER 26-WAW-11

ANNOUNCEMENT DATE January 26, 2026

CLOSING DATE Open until filled.

The U.S. District Court for the Western District of Washington is seeking qualified candidates from all backgrounds for the position of Term Law Clerk for United States District Judge Tana Lin in Seattle, Washington. 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 requirement. The start date for this position is anticipated to be in or around July 2027. Interviews will begin in late September 2026.

REPRESENTATIVE DUTIES Law clerks work closely with the Judge on civil and criminal litigation filed in District Court. Law clerks conduct research and prepare drafts of opinions and orders. Law clerks will also have the opportunity to work on various long-term projects, be involved in courtroom proceedings, and assist in the management of a judicial extern program. Law Clerks are responsible for administrative duties in chambers, assist in running chambers, and assist in oversight of externs.

QUALIFICATIONS A qualified candidate must be a graduate of an accredited law school; be organized and work well independently; possess excellent research and writing skills; and be experienced with Word, Westlaw, Lexis, and related software. Candidates must have a high regard for confidentiality and ethics, as well as a demonstrated commitment to diversity and an inclusive work environment. **Candidates must have at least one year of clerkship experience or at least two years of litigation experience. Applicants with significantly more than two years of litigation experience are encouraged to apply.**

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

Salary range: \$83,935 to \$155,521 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 Statement of Qualifications, described 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. 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 in no more than three pages. Statement should be single-spaced, with 12-point font and one-inch margins. 1. Describe an experience (personal, educational, or professional) that enabled and/or encumbered your personal growth. This does not need to be a law-related example. 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 you will be compatible with Judge Lin as a person and as a judge. Please use publicly available information to respond to this question.
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 for 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.
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The United States District Court is an equal opportunity employer and values diversity in the workplace.