



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**LAW CLERK TO
U.S. DISTRICT JUDGE RICARDO S. MARTINEZ**

ANNOUNCEMENT NUMBER 26-WAW-26

ANNOUNCEMENT DATE June 17, 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 Senior United States District Judge Ricardo S. Martinez in Seattle, Washington. The term clerkship will be for a minimum one-year term but may be extended by mutual agreement. Judge Martinez prefers term clerks willing to serve for two years, but this is not a requirement. The start date for this position is anticipated to be in Summer 2027 or Fall 2027.

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. Though not required, applicants with prior clerkship or legal 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:

- Cover Letter
- Resume
- 2-3 References or Recommendations. Applicants with prior clerkship experience should include contact information for all judges for whom the applicant has clerked.
- Writing Sample (5-10 pages)

Applications submitted via e-mail 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 may be submitted via e-mail to:

Christopher_Blair@wawd.uscourts.gov

or mailed to:

The Hon. Ricardo S. Martinez
U.S. District Court
700 Stewart Street, Suite 13134
Seattle, WA 98101

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.