



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**TERM LAW CLERKS TO
U.S. DISTRICT JUDGE LAUREN KING**

ANNOUNCEMENT NUMBER	25-WAW-10
ANNOUNCEMENT DATE	February 3, 2025
CLOSING DATE	Open until filled; however, priority will be given to applications submitted by March 3, 2025.
	The U.S. District Court for the Western District of Washington is seeking qualified candidates for one Term Law Clerk position for United States District Judge Lauren J. King in Seattle, Washington. The start date is August 11, 2025 . This position is full-time (80 hours per two-week period). The term length is 12 months but may be extended by mutual agreement.
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 judicial extern program.
QUALIFICATIONS	Candidates must possess excellent research and writing skills. They must also be law school graduates from an accredited law school; be organized and work well independently; and be experienced with Word, Westlaw, Lexis, and related platforms. Judge King's selection process involves a timed legal research and writing assignment; therefore, candidates must have access to Westlaw or Lexis. Candidates must also have at least one year of federal clerkship experience or at least two years of litigation experience prior to the position start date.
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 <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</p>	<p>Judge King does not accept hard copy applications. Qualified applicants should submit the following materials via OSCAR or via e-mail (Word or Acrobat .pdf format) to kingapps@wawd.uscourts.gov:</p> <ul style="list-style-type: none"> • A cover letter of up to three pages addressing the following: (1) your work environment preferences (including but not limited to whether you prefer in person or hybrid work); (2) how your background and/or experience makes you a good fit for a law clerk position, which typically involves a large volume of work and time-sensitive matters that may require work during nights and weekends; and (3) anything else of note that you would like Judge King to consider. • A current resume • A minimum of three professional references • A writing sample that is five to ten pages in length; the writing sample ideally should be written solely by the applicant; however, if it was edited by others, the applicant must indicate in the cover letter the extent to which it has been edited by others. • A completed AO78, Application for Employment. * <i>For this vacancy announcement (25-WAW-10), you do not need to complete the optional background information – questions 18, 19, and 20.</i>
	<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. More than one position may be filled from this announcement.</p>