



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**CAREER LAW CLERK TO
U.S. MAGISTRATE JUDGE THERESA L. FRICKE**

ANNOUNCEMENT NUMBER 24-WAW-29

ANNOUNCEMENT DATE June 28, 2024

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 position of Career Law Clerk for United States Chief Magistrate Judge Theresa L. Fricke, Tacoma, Washington. The start date for this position is anticipated to be in the late fall of 2025 or early winter (between November 2025 and February 2026). This position is full-time (80 hours per two-week period).

REPRESENTATIVE DUTIES

A Career Law Clerk works 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 will assist Judge Fricke in case management. The Career Law Clerk will also assist in mentoring a term law clerk, and in supervising judicial externs.

QUALIFICATIONS

Candidates must 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 diversity and an inclusive work environment. Candidates for the Career Law Clerk position must have more than two years of federal or state judicial clerkship experience or more than two years of litigation experience in private or public legal practice. There will be a preference for candidates who have experience in business-related litigation, or civil rights/Constitutional litigation.

SALARY RANGE

Judiciary Salary Plan (JSP) Grade 11 – 14

Salary range: \$81,242 to \$177,885 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

<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • A letter of interest that explains why you are interested in working with Judge Fricke as a career law clerk. Please use publicly available information to respond to this question. The letter may exceed one page. • A current resume • 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 • A completed AO78, Application for Employment <p>Candidates must apply via OSCAR.</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>