



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

**LAW CLERK TO**  
**U.S. DISTRICT JUDGE KYMBERLY K. EVANSON**

**ANNOUNCEMENT NUMBER**

24-WAW-34

**ANNOUNCEMENT DATE**

September 17, 2024

**CLOSING DATE**

Open until filled; interviews will begin immediately.

The U.S. District Court for the Western District of Washington seeks one Term Law Clerk for United States District Judge Kymberly K. Evanson in Seattle, Washington. The start date for the position will be in August 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 and have the opportunity to work on various long-term projects, be involved in courtroom proceedings, and assist in the judicial extern program. Law Clerks are also responsible for some administrative duties in chambers.

**QUALIFICATIONS**

Candidates must be graduates of an accredited law school and have at least one year of federal clerkship experience or two years of prior work experience (including pre-law school work experience). Candidates must demonstrate superior research and writing skills, quick analytical ability, strong interpersonal and time management skills, and the ability to work well independently and as part of a team. Candidates should also be experienced with Word, Westlaw, Lexis, and related software. Candidates must have a high regard for confidentiality and a demonstrated commitment to diversity and an inclusive work environment. Candidates must also possess the ability to function in a highly demanding environment and in the highest ethical manner.

**SALARY RANGE**

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

Salary range: \$81,242 to \$150,535 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](http://www.uscourts.gov).

**INFORMATION FOR APPLICANTS**

Qualified applicants should submit the following:

- A current resume
- A law school transcript for any applicant with less than five years of experience as an attorney
- 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 of roughly five to ten pages
- A completed [AO78](#), Application for Employment *\*\*For this vacancy announcement (24-WAW-34), you **do not** need to complete the optional background information – questions 18, 19, and 20.*
- A letter of interest addressing the following:
  1. Your experience with issues of cultural competence and sensitivity to, and understanding of, diverse backgrounds and perspectives.
  2. 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. Anything unique about your background or experience that will contribute to the work environment and work product in Judge Evanson’s chambers.

Via e-mail (Word or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

or to:

U.S. District Court  
Attn: Human Resources  
700 Stewart Street, Suite 2218  
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 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 status, 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.

	<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>
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***The United States District Court is an equal opportunity employer and values diversity in the workplace.***