



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**TERM LAW CLERK TO
MAGISTRATE JUDGE S. KATE VAUGHAN**

ANNOUNCEMENT NUMBER 25-WAW-08

ANNOUNCEMENT DATE January 14, 2025

CLOSING DATE Open until filled; interviews will begin immediately and continue on a rolling basis, if necessary. Projected starting date: April 1, 2025.

The U.S. District Court for the Western District of Washington is seeking qualified candidates for the position of Term Law Clerk for United States Magistrate Judge S. Kate Vaughan, in Seattle, Washington. This position will be appointed for one year, with the possibility of renewing for another year. The preferred start date is April 1, 2025, but there is some room for flexibility. The position is full-time (80 hours per two-week period).

REPRESENTATIVE DUTIES The law clerk works closely with Magistrate Judge Vaughan on civil litigation filed in District Court that is before the Court via consent or referral, social security appeals, civil rights and habeas prisoner litigation, as well as potentially some work on criminal cases. In this position the law clerk conducts research and prepares drafts of opinions and orders, manages case dockets, and assists the Judge during courtroom proceedings.

QUALIFICATIONS Candidates must be graduates of an accredited law school. 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 or Lexis, and related software. Candidates must have a high regard for confidentiality and a demonstrated commitment to diversity and an inclusive work environment. Preference is given to applicants with two or more years of legal experience.

SALARY RANGE Judiciary Salary Plan (JSP) Grade 11-13.
Salary range: \$83,104 to \$118,446 annually, full-time
Depending upon 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. Term law clerks are eligible to participate in

	<p>health and life insurance benefits, long term disability and long-term care options, annual and sick leave accrual, and ten 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>
<p>INFORMATION FOR APPLICANTS</p>	<p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> • A letter of interest addressing relevant work experience • A current resume, including contact information for at least three professional references. Applicants with prior clerkship experience should include contact information for judges for whom the applicant has clerked. • A law school transcript for any applicant with less than two years of experience as an attorney • A writing sample that is five to ten pages in length • A completed AO78, Application for Employment <p>Materials may be submitted either via OSCAR or e-mail (Word or Acrobat.pdf format) to: Beth_Adamitis@wawd.uscourts.gov</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.</p> <p>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 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, management may elect to 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>

The United States District Court is an equal opportunity employer and values diversity in the work place.