



**United States District Court for
the Eastern District of Washington**

VACANCY ANNOUNCEMENT
2024-6 Term Law Clerk to U. S. District Judge
Spokane, Washington

The United States District Court for the Eastern District of Washington is currently accepting applications for a full-time *Term Law Clerk* position with the Honorable Rebecca L. Pennell, United States District Judge. The term law clerk will be stationed in Spokane, Washington, with occasional travel to the courthouses located in Richland and Yakima. This vacancy is for a one-year or two-year term. Position may be extended at the agreement of the parties.

Position: Term Law Clerk to a United States District Judge
Salary Range: JSP 11 – JSP 13 (\$72,777 - \$134,850), depending on experience
Duty Station: Spokane, Washington
Opening Date: December 10, 2024
Closing Date: Position is open until filled. Applications will be reviewed on a rolling basis, and interested candidates are encouraged to apply as soon as possible.

POSITION SUMMARY:

The Term Law Clerk will research substantive issues of federal and state law; draft legal memoranda, opinions, and orders; prepare for, and participate in, hearings, trials, or mediations; assist the Judge and Courtroom Deputy with docket and case management; provide legal counsel and support to the assigned judge; and exhibit the highest standards of excellence and integrity.

QUALIFICATION/EXPERIENCE:

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review (or journal) of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Prior clerkship experience.
- Strong legal research and writing skills.
- Organizational skills, internet research skills, and superior skill with Westlaw and MS Word are essential.

Salary:

The pay rate offered is subject to Judicial Officer approval.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3*	Yes

(*For JSP-14, two of the three required years of legal work experience must have been served in the federal judiciary. Qualifying legal work experience is experience in a court unit or federal public defender organization within the federal judiciary for which a Juris Doctor and membership of the bar of a state, territory, or federal court of general jurisdiction is a minimum qualification requirement, or as a Supreme Court Fellow.)

Legal Work Experience:

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Personal Character:

Successful candidate should be mature, responsible, possess excellent organizational, administrative, project management and interpersonal skills, be a self-starter, maintain a professional appearance and demeanor at all times, be able to work harmoniously with others and communicate effectively, both orally and in writing. Computer and Windows environment literacy/proficiency required.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefit package includes:

- Eleven paid federal holidays
- Paid annual and sick leave
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)
- Flex Lite Program
- Telework Program
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court.

The position is classified as a sensitive position within the federal judiciary. The successful candidate for this position will undergo an FBI fingerprint check and retention will depend upon a favorable suitability determination from this background check. The incumbent may be subject to periodic updates.

The Federal Financial Management Reform Act requires employees direct deposit their federal wages.

APPLICATION PROCEDURES:

Qualified applicants should submit **one PDF** application package to hr@waed.uscourts.gov.

Materials must include:

- Cover letter
- Detailed resume
- Two writing samples (20 pages or less)
- Three professional references
- Copy of law school transcript
- Completed AO 78 employment application form

If the application packet does not include all information requested, the applicant may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.

Excellence in Court Administration, and Optimal Service to the Public, Court, and Bar.
Equal Employment Opportunity Employer.