



**United States Bankruptcy Court  
Western District of Washington  
1717 Pacific Avenue  
Tacoma, WA 98402  
[www.wawb.uscourts.gov](http://www.wawb.uscourts.gov)**

**Vacancy Announcement  
#20-05**

Position: Term Law Clerk (not to exceed two years)  
Start Date: August 2021 (Approximate)  
Location: Tacoma, Washington  
Starting Salary Range: JSP 11-1 to 13-1 (\$70,120 to \$99,941) DOE  
Opening Date: October 9, 2020  
Closing Date: Open until filled  
Area of Consideration: Nationwide

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**Position Overview**

Term Law Clerk to the Honorable Mary Jo Heston, U.S. Bankruptcy Judge in the Western District of Washington at Tacoma. Duties include extensive legal research, writing on a full range of issues arising in bankruptcy and federal court litigation, and miscellaneous clerical duties. Qualified applicant should have an excellent academic record, demonstrate exceptional research and writing skills, and have a strong work ethic. Prior bankruptcy legal experience or education is strongly preferred.

**Qualifications**

To qualify for the position of law clerk on the personal staff of a federal judge at JSP grade 11, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- Grade Point Average of 3.25 or higher, or 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 of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

In addition, applicants should have a demonstrated interest in bankruptcy practice – such as registration in, or completion of, a bankruptcy restructuring or debtor/creditor class in law school; experience as a law clerk or extern for a bankruptcy judge or practitioner; or practice in the bankruptcy field.

For appointment at a JSP grade 12, applicants must meet the qualifications for a JSP grade 11, possess one additional year of full-time legal work experience after graduation from law school, and be a member of the bar of a state, territory, or Federal Court of general jurisdiction.

For appointment at a JSP grade 13, applicants must meet the qualifications for a JSP grade 12 and have two years of full-time legal work experience.

### **Other Information**

Applicant must be a U.S. citizen or be eligible to work in the United States.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint and background check. All information provided by applicants is subject to verification and background investigation.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required. The conditions of this position announcement are subject to modification without prior notice.

### **Benefits Information**

Employees of the United States Bankruptcy Court are “at-will” employees and are not covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long-term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs).

### **Application Procedure**

Applicants should complete an Application for Judicial Federal Employment, Form AO-78 <http://www.uscourts.gov/forms/AO078.pdf>. Please submit a letter of interest, resume, writing sample, list of references, and law school transcript along with the completed Form AO-78 in a single PDF by email to the following email addresses:

dana\_manke@wawb.uscourts.gov  
carrie\_selby@wawb.uscourts.gov.

The subject line should read: Term Law Clerk #20-05

Equal Opportunity Employer