

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON  
VACANCY ANNOUNCEMENT  
14-WAW-08

**LAW CLERK (TEMPORARY)**

Salary: \$29.74 per hour (JS 11)

Positions available immediately and open until filled.

The U.S. District Court for the Western District of Washington is seeking qualified candidates for two temporary law clerk positions. Our district has one of the highest social security case loads in the country and we have emergency funding approved for these temporary positions through the end of September 30, 2014. These positions will be located in either Tacoma or Seattle, with travel between both offices required.

**REPRESENTATIVE DUTIES**

The law clerk in this position will work for the court on social security appeals and will perform legal research, draft reports and recommendations, proposed orders and orders in consent cases.

**QUALIFICATIONS**

Candidates must be law school graduates from an accredited law school, must work well independently, must possess excellent research and writing skills, and must be experienced with Word, Westlaw or Lexis, and related software. Preference will be given to individuals with previous legal experience, particularly with social security cases.

**INFORMATION FOR APPLICANTS**

Qualified applicants should submit a letter of interest, resume and writing sample of no more than five pages to:

Human Resources (#14-WAW-08)  
U. S. District Court  
700 Stewart Street, Suite 2218  
Seattle, WA 98101

Or via e-mail (Word or PDF format) to: [seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel 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 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.

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. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the court 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.

### **BENEFITS**

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Temporary law clerks are entitled to the following benefits, including:

- Vacation accrual at 4 hours per pay period;
- Sick leave accrual at 4 hours per pay period;
- Paid holidays during term of employment.

*The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.  
The United States District Court is a smoke free environment.*