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

PART-TIME LAW CLERK (TEMPORARY) TO A MAGISTRATE JUDGE

2014 Salary Range: $29.66 per hour to $50.10 per hour
JSP Grade 11-14, depending on experience and qualifications

Position available immediately and open until filled.

The U.S. District Court for the Western District of Washington is seeking a qualified candidate for a temporary law clerk position. This position is part-time (20 hour per week) and located in Seattle, WA. Funding for this position is through December 31, 2014. This position is eligible for benefits as listed below.

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-14)
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

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 considered "at will" employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), 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 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.

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.