



**UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON**

**TERM LAW CLERK TO MAGISTRATE JUDGE DAVID W. CHRISTEL**

**ANNOUNCEMENT NUMBER** 16-WAW-22

**ANNOUNCEMENT DATE** September 19, 2016

**CLOSING DATE** October 31, 2016, or until filled

**DUTIES AND RESPONSIBILITIES** 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 David W. Christel in Tacoma, Washington. This position will be appointed for a one year term and will begin August/September of 2017.

**REPRESENTATIVE DUTIES** The law clerk performs legal research, drafts orders, reports and recommendations, and memoranda for habeas corpus, civil rights, and social security disability cases, as well as consent and referred cases of all types. The law clerk also communicates with counsel, assists the judge during courtroom proceedings, trains and supervises externs, and performs other duties as assigned.

**QUALIFICATIONS** Candidates must be law school graduates from an accredited law school by the position start date, must work well independently, must possess excellent research and writing skills, and must be experienced with Word, Westlaw or Lexis, and related software.

**SALARY** Starting salary range: \$63,344 (JS 11) to \$106,688 (JS 14)  
Depending upon experience, qualifications and bar membership

**INFORMATION FOR APPLICANTS** Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume
- A writing sample of no more than five pages
- Name and contact information for two references

Submit all materials via e-mail (Word or Acrobat .pdf format) to:  
[lisa\\_ledford@wawd.uscourts.gov](mailto:lisa_ledford@wawd.uscourts.gov)

Or send to:

Lisa Ledford  
U.S. District Court  
1717 Pacific Ave, Rm 3124  
Tacoma, WA 98402

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, 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.

**BENEFITS:**

Employees of the United States District Court are considered “at will” employees. Term law clerks are eligible to participate in 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](http://www.uscourts.gov).

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