



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

PART-TIME TERM SOCIAL SECURITY LAW CLERK

ANNOUNCEMENT NUMBER 17-WAW-31
ANNOUNCEMENT DATE September 27, 2017
CLOSING DATE Open until filled
(applications reviewed beginning October 4, 2017)

DUTIES AND RESPONSIBILITIES The U.S. District Court for the Western District of Washington is seeking qualified candidates for a part-time term law clerk to work exclusively on Social Security appeals. Our district has one of the highest social security caseloads in the country and we seek a law clerk to assist with this caseload. This part-time term position will work 30 hours per week and is funded through December 31, 2018. The position may continue beyond 2018, subject to funding. The position is located in Tacoma, Washington and will work directly with the three Tacoma Magistrate Judges and their staff under the direction of the Chief District Judge.

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. The law clerk will be expected to perform high quality case analysis and writing in an organized and efficient manner, and will become an appellate specialist. It is crucial that the law clerk be self-directed, comfortable with working independently, able to sort through and analyze a large body of law and a large volume of medical information, and must possess excellent research and writing skills. Technological skillset involving Sharepoint, Word, Westlaw or Lexis, and related software is also important. Preference will be given to individuals with previous appellate experience, as well as background with cases that emphasize medical information and Social Security cases.

SALARY JSP Grade 11 to 14, Salary Range: \$30.45 per hour to \$51.30 per hour
Depending on experience and qualifications

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

Submit all materials via e-mail (Word or Acrobat .pdf format) to:

lisa_ledford@wawd.uscourts.gov

Or send to:
Ms. Lisa Ledford (17-WAW-31
U. S. District Court
1717 Pacific Avenue, Suite 3124
Tacoma, WA 98402-3234

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. 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.

BENEFITS:

The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance. Term law clerks are eligible to participate in health and life insurance benefits (pro-rated for part-time), long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Term law clerk are not eligible for retirement benefits and are limited to a total of 4 years of service in the Judiciary while in a term position. 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 work place.