



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## PRO SE LAW CLERK

**ANNOUNCEMENT NUMBER** 18-WAW-02

**ANNOUNCEMENT DATE** November 29, 2017

**CLOSING DATE** Open until filled

The U.S. District Court for the Western District of Washington seeks a qualified *Pro Se* law clerk. This full time position is funded through September 30, 2019. The position may continue beyond that date subject to funding. The anticipated start date is December 21, 2017.

**REPRESENTATIVE DUTIES** The ideal candidate will have work experience in state or federal litigation (or other legal employment involving research and writing) and in legal matters that require analysis of federal constitutional law. The *pro se* law clerk will be assigned to work from an office in either the Seattle U.S. Courthouse or the Tacoma U.S. Courthouse and will be working with judges who are assigned to both of these courthouses. The *pro se* law clerk will have a wide range of responsibilities, including managing the *pro se* caseloads of two magistrate judges; working on habeas corpus petitions brought under 28 U.S.C § 2254 and civil rights actions brought under 42 U.S.C. § 1983; screening new complaints and habeas petitions; preparing drafts of non-dispositive pretrial orders; preparing drafts of dispositive Reports and Recommendations for the court's approval; and performing other duties as directed by the court.

**QUALIFICATIONS** The position requires a law clerk who possesses the following attributes: maintains excellent professional communication with all employees of the court; is well-organized, exercises good judgment, and works in a self-directed manner; can perform his or her work in a Microsoft SharePoint environment; places emphasis on civility and welcomes constructive feedback; has strong, efficient, and accurate research and writing abilities; and utilizes Word, and Westlaw or Lexis proficiently. Applicants must be a law school graduate from an accredited law school.

**SALARY RANGE** Judiciary Salary Plan:  
JSP Grade 11-14, Salary Range: \$65,014 per year to \$109,500.

**BENEFITS** The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities. 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](http://www.uscourts.gov)

**INFORMATION FOR  
APPLICANTS**

Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume, including contact information for at least three professional references
- A legal writing sample that is five to ten pages in length

Via e-mail (Word or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov)

or

Human Resources (#18-WAW-02)

U.S. District Court,

700 Stewart Street, Suite 2218

Seattle, WA 98101

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

*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 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.*

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