



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

SOCIAL SECURITY LAW CLERK (TEMPORARY, PART-TIME)

~ REVISED ~

ANNOUNCEMENT NUMBER 21-WAW-01
ANNOUNCEMENT DATE October 7, 2020
CLOSING DATE Open until filled
(applications reviewed beginning October 12, 2020)

DUTIES AND RESPONSIBILITIES The U.S. District Court for the Western District of Washington is seeking qualified candidates for a part time (30 hours per week) temporary 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 temporary, part-time position is funded through September 30, 2021 and may continue subject to funding. The four-year limitation on federal term law clerks does not apply to temporary positions; this position is open to former term law clerks. This position is located in Seattle, Washington and will work directly with the 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, 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 experience, particularly with Social Security cases. Former law clerks who have reached their four-year limit in a term position are welcome to apply.

SALARY JSP Grade 11 to 14, Salary Range: \$33.71 to \$73.81 per hour
Depending on experience and qualifications

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. Temporary law clerks are eligible to participate in health and life insurance benefits, long term care options, annual and sick leave accrual, and ten paid holidays per year. Benefits are pro-rated for part-time employees. 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

**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 ten pages

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

seattle_personnel@wawd.uscourts.gov

Or send to:

Human Resources (#21-WAW-01)

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. If 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 positions may be filled from this announcement.

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