



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

SOCIAL SECURITY LAW CLERK

PART-TIME, TERM

ANNOUNCEMENT NUMBER 21-WAW-02

ANNOUNCEMENT DATE October 15, 2020

CLOSING DATE Open until filled (applications reviewed beginning October 22, 2020)

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 is a part-time, 30 hour per week term position that is funded through September 30, 2021; the position may continue subject to funding. The position is located in Tacoma, Washington and will work directly with the Tacoma Magistrate Judges and their staff under the direction of the Chief District Judge.

REPRESENTATIVE DUTIES The term law clerk in this position will work for the court on social security appeals. The law clerk 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.

SALARY RANGE Judiciary Salary Plan:
JSP Grade 11-13, Salary Range: \$33.71 per hour to \$62.46 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. Judiciary employees participate in health and life insurance benefits, and 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 legal writing sample that is no more than ten pages in length

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

lisa_ledford@wawd.uscourts.gov

or

Lisa Ledford (#21-WAW-02)

U. S. District Court

1717 Pacific Avenue 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.

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.