



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

TEMPORARY JUDICIAL LAW CLERK

ANNOUNCEMENT NUMBER 21-WAW-12
ANNOUNCEMENT DATE February 22, 2021
CLOSING DATE February 26, 2021 until filled

DUTIES AND RESPONSIBILITIES The U.S. District Court for the Western District of Washington is seeking qualified candidates for a full-time, 40-hours per week, temporary law clerk position for United States Magistrate Judge David W. Christel. The start date will be March 15, 2021 and will conclude on April 16, 2021. The position is located in Tacoma, WA, but will be performed remotely and allows for a flex time arrangement.

REPRESENTATIVE DUTIES The judicial law clerk in this position will work on Social Security disability appeals and general civil cases. The judicial law clerk will be responsible for performing legal research and drafting orders and reports and recommendations.

QUALIFICATIONS Candidates must be law school graduates from an accredited law school. The Court requires a law clerk who demonstrates independence, strong case management skills and work ethic, excellent research and writing skills, and a high skill level for using Word, Westlaw or Lexis and related technology. Preference will be given to individuals with previous law clerk or litigation experience.

SALARY JSP Grade 11-14, Salary Range: \$34.04 to \$57.34 per hour, depending on experience and qualifications (higher rate with previous federal law clerk experience)

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:

Lisa Ledford (#21-WAW-12)

U. S. District Court for the Western District of Washington

1717 Pacific Avenue, Suite 3200

Tacoma, WA 98402-3210

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 Court will conduct an interview by phone or by video due to COVID-19 protocols to keep applicants and staff safe.

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. Employees of the United States District Court are considered “at will” employees.

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:

Temporary law clerks who are appointed for more than 90 days are eligible for health insurance benefits, annual and sick leave accrual, and paid holidays. 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.

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