



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**TERM LAW CLERK TO
THE HONORABLE MARY ALICE THEILER**

ANNOUNCEMENT NUMBER 21-WAW-17

ANNOUNCEMENT DATE April 2, 2021

CLOSING DATE Preference given to resumes received by April 16, 2021. Interviews will begin immediately and continue a rolling basis. Projected start date: May 3, 2021.

The U.S. District Court for the Western District of Washington is seeking qualified candidates for the position of Term Law Clerk for Recalled U.S. Magistrate Judge Mary Alice Theiler in Seattle, Washington. This position will be appointed for one year, with the possibility of renewing for another year.

REPRESENTATIVE DUTIES The law clerk performs legal research and writing for civil cases and social security appeals, perform administrative and case management duties and other duties as assigned. While there may be an opportunity for some telework, this position is primarily located in chambers at the U.S. District Court in Seattle.

QUALIFICATIONS Candidates must be law school graduates from an accredited law school with a minimum of one-year post-JD legal experience or a previous clerkship, demonstrated ability to work independently, excellent research and writing skills, and experience with Word, Westlaw, or Lexis, and related software.

SALARY RANGE Judiciary Salary Plan (JSP) Grade 11 to a grade 14, step 1
Salary range: \$70,821 to \$119,281 annually, full-time

Depending upon experience, qualifications, and bar membership

BENEFITS The U.S. District Court provides a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and some telework opportunities. Term law clerks are eligible to participate in health and life insurance benefits, 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.

**INFORMATION FOR
APPLICANTS**

Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume
- At least one letter of recommendation from a current or former employer
- Contact information for professional references
- A writing sample not to exceed ten pages, double spaced

Via [OSCAR](#) or

Via e-mail (Word or Acrobat .pdf format) to:
seattle_personnel@wawd.uscourts.gov

or to:

Human Resources (21-WAW-17)
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 than one position may be filled from this announcement.