



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**CAREER LAW CLERK TO
MAGISTRATE JUDGE MICHELLE L. PETERSON**

ANNOUNCEMENT NUMBER 21-WAW-30

ANNOUNCEMENT DATE July 29, 2021

CLOSING DATE Open until filled; interviews will begin immediately

The U.S. District Court for the Western District of Washington is seeking a qualified candidate for the position of Career Law Clerk for United States Magistrate Judge Michelle L. Peterson. This is a full-time position located in Seattle, Washington. The start date will be early September 2021.

REPRESENTATIVE DUTIES The law clerk works closely with Magistrate Judge Peterson on civil litigation that is before the Court via consent or referral, civil rights and habeas prisoner litigation, Social Security appeals, and some work on criminal cases. The law clerk conducts research and prepares drafts of opinions and orders and will be involved in courtroom proceedings. As a career clerk, the incumbent is responsible for administrative duties in chambers and provide oversight for Judge Peterson's extern program.

QUALIFICATIONS Candidates must be law school graduates from an accredited law school by the position start date, must be organized and work well independently, must possess excellent research and writing skills, and must be experienced with Word, Westlaw, or Lexis, and related software. Prior federal judicial clerkship experience is preferred.

SALARY RANGE Judiciary Salary Plan (JSP) Grade 11-14 salary range:
\$70,821 to \$155,062 annually, full-time

Depending upon experience, qualifications, and bar membership

BENEFITS The U.S. District Court provides a generous benefits package, competitive salary, ORCA transit pass and a dedication to work/life balance, including flexible schedules and telework opportunities. Career law clerks are eligible to participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, 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, including contact information for at least three professional references
- A writing sample that is five to ten pages in length
- A transcript
- A completed [AO78 form](#) (Application for Employment)

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

or to:

U.S. District Court
Attn: Human Resources
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.

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