



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

# PRO SE LAW CLERK TEMPORARY

**ANNOUNCEMENT NUMBER** 23-WAW-02

**ANNOUNCEMENT DATE** October 3, 2022

**CLOSING DATE** Open until filled, preference given to resumes received by October 23, 2022

The U.S. District Court for the Western District of Washington is seeking qualified candidates for a temporary *Pro Se* law clerk. This is a full-time, temporary position located in Seattle, Washington. The anticipated start date for this position is January 2, 2023 and the duration of the position will not exceed 20 weeks. This position requires some in-office coverage; however, the Court has a flexible telework policy which allows for routine telework.

**REPRESENTATIVE DUTIES** The ideal candidate possesses state or federal litigation experience and strong legal research and writing skills. The *pro se* law clerk will have a wide range of responsibilities, including managing the *pro se* caseloads of multiple magistrate judges; working on habeas corpus petitions brought under 28 U.S.C § 2241 and 2254 and civil rights actions brought under 42 U.S.C. § 1983; screening new complaints and habeas petitions; preparing drafts of non-dispositive pretrial orders; preparing drafts of dispositive Reports and Recommendations for the court's approval; and performing other duties as directed by the court.

**QUALIFICATIONS** The position requires a law clerk who maintains excellent professional communication with all employees of the court; is well-organized, exercises good judgment, and works in a self-directed manner; places emphasis on civility and welcomes constructive feedback; has strong, efficient, and accurate research and writing abilities; and utilizes Word, and Westlaw or Lexis proficiently. Applicants must be a law school graduate from an accredited law school.

**SALARY RANGE** Judiciary Salary Plan:  
JSP Grade 11 to 14, Salary Range: \$73,098 to \$160,047  
*Depending on experience and qualifications*

**BENEFITS** Temporary law clerks appointed for more than 90 days accrue annual and sick leave and may be eligible for other benefits based on total length of temporary clerkship. 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](http://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
- A completed [AO78 Form](#) Application for Federal Employment - *\* For this vacancy announcement (23-WAW-02), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

Attachments must be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources. Incomplete applications and/or attachments received after the closing date may not be considered in the recruitment process. Application packets may be submitted via e-mail (Word or Acrobat .pdf format) to:

[seattle\\_personnel@wawd.uscourts.gov](mailto:seattle_personnel@wawd.uscourts.gov) or

U. S. District Court  
Attn: Human Resources (23-WAW-02)  
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. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

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.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

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. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again. More than one position may be filled from this announcement.