



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**LAW CLERKS TO A
U.S. MAGISTRATE JUDGE**

ANNOUNCEMENT NUMBER 23-WAW-05

ANNOUNCEMENT DATE November 16, 2022

CLOSING DATE Open until filled; interviews will begin immediately.

The U.S. District Court for the Western District of Washington is seeking qualified candidates from all backgrounds for the position of Term Law Clerk for a United States Magistrate in Tacoma, Washington. Two term law clerk positions will be filled through this announcement. One of the positions may be designated as a career clerk position. The start date is pending and is anticipated to be no sooner than March 20, 2023. These positions are full-time (80 hours per two-week period).

REPRESENTATIVE DUTIES Law Clerks work closely with the judge on civil litigation that is before the Court via consent or referral, civil rights and habeas corpus prisoner litigation, Social Security appeals, and some work on criminal cases. Law Clerks conduct research and prepare drafts of opinions and orders and will be involved in courtroom proceedings. Law Clerks are responsible for administrative responsibilities in chambers and provide oversight for the chambers extern program.

QUALIFICATIONS Candidates must be law school graduates from an accredited law school; be organized and work well independently; possess excellent research and writing skills; be experienced with Word, Westlaw, Lexis, and related software; and must have a demonstrated commitment to diversity and an inclusive work environment. Candidates for the Law Clerk positions must have at least one year of federal clerkship experience or two years of legal experience.

SALARY RANGE Judiciary Salary Plan (JSP) Grade 11 – 14, depending on experience, qualifications, and bar membership.

Salary range: \$73,098 to \$160,047 annually, full-time

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. Law clerks are eligible for health and life insurance benefits, long term care options, annual and sick leave accrual, and eleven 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
- A current resume
- A response to the Statement of Qualifications, below
- A minimum of three professional references. Applicants with prior clerkship experience should include contact information for all judges for whom the applicant has clerked.
- A writing sample that is five to ten pages in length
- A completed [AO78](#), Application for Employment

Materials may be submitted either via OSCAR or e-mail (Word or Acrobat .pdf format) to: seattle_personnel@wawd.uscourts.gov

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.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must be 12-point font, single-spaced, minimum one-inch margins, and no more than three pages.

1. Please address the following:
 - a. Experience with issues of cultural competence, sensitivity to and understanding of diverse socioeconomic, gender identity, sexual orientation, abilities, and ethnic backgrounds of people in our community.
 - b. Experience and education outside the legal profession and how that experience enabled or encumbered your career and personal growth.
 - c. Management and leadership experience.

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 court may 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.