



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

SOCIAL SECURITY LAW CLERK

ANNOUNCEMENT NUMBER 25-WAW-09

ANNOUNCEMENT DATE January 23, 2025

CLOSING DATE Open until filled; preference given to resumes and applications received by February 7, 2025. The U.S. District Court for the Western District of Washington is seeking qualified candidates for a term law clerk to work exclusively on Social Security appeals. The four-year limitation on federal term law clerks applies to this position. This position is located in Seattle or Tacoma, Washington with the option to work remotely, and will work directly with Judges and their staff under the direction of the Chief District Judge. This position is expected to start sometime between March 3 and March 7, 2025, with an expected end date of September 30, 2026, and the possibility of extending the term if funding becomes available.

REPRESENTATIVE DUTIES The law clerk in this position will work for the court on Social Security appeals and will perform legal research, and draft orders on motions and dispositive decisions.

QUALIFICATIONS **Candidates must possess excellent research and writing skills.** They must also be law school graduates from an accredited law school; be organized and work well independently; be experienced with Word, Westlaw, Lexis, and related software; and have a demonstrated commitment to diversity and an inclusive work environment. Preference will be given to individuals with previous experience, particularly with Social Security cases.

SALARY RANGE Judiciary Salary Plan (JSP) Grade 11 – 13, depending on experience, qualifications, and bar membership.

Salary range: \$83,104 to \$153,982 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. All 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.

APPLICATION INSTRUCTIONS

Qualified applicants must submit the following:

- A letter of interest addressing relevant work experience
- A current resume
- A writing sample of no more than ten pages in length
- [Completed AO78 Form](#) Application for Federal Employment - ** For this vacancy announcement (25-WAW-09), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

Submit all materials via e-mail (Word or Acrobat .pdf format) to:

Seattle_personnel@wawd.uscourts.gov

Application materials can also be submitted through [OSCAR](#).

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.

INFORMATION FOR APPLICANTS

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.