



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**

TEMPORARY PRO SE LAW CLERK

ANNOUNCEMENT NUMBER 25-WAW-17
ANNOUNCEMENT DATE May 14, 2025
CLOSING DATE September 20, 2025 or until filled

DUTIES AND RESPONSIBILITIES The U.S. District Court for the Western District of Washington is seeking qualified candidates for a full-time, 40-hours per week, temporary *pro se* law clerk position for U.S. District Court for the Western District of Washington. The anticipated start date will be October 1, 2025, and the duration of the position will not exceed 20 weeks. The position is located in Tacoma, WA. The Court would consider a remote working and/or flex time arrangement.

REPRESENTATIVE DUTIES The ideal candidate will have work experience in state or federal litigation (or other legal employment involving research and writing) and in legal matters that require analysis of federal constitutional law. The *pro se* law clerk will have a wide range of responsibilities, including working on habeas corpus petitions brought under 28 U.S.C. § 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 Candidates must be law school graduates from an accredited law school. The Court requires a law clerk who demonstrates independence, strong case management skills and work ethic, excellent research and writing skills, and a high skill level for using Word, Westlaw or Lexis and related technology. Preference will be given to individuals with previous law clerk or litigation experience.

SALARY Judicial Salary Plan (JSP) Grade 11 to 14, *depending on experience and qualifications*.
Salary Range: \$83,104 to \$181,956 annually

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.

**INFORMATION FOR
APPLICANTS**

Qualified applicants should submit the following:

- A letter of interest
- A current resume
- A law school transcript for any applicant with less than two years of experience as an attorney
- One (1) writing sample of not to exceed ten (10) pages
- Three (3) professional references. Applicants with prior clerkship experience should include contact information for judges for whom the applicant has clerked.
- A completed [AO78](#), Application for Employment ***For this vacancy announcement (25-WAW-17), you **do not** need to complete the optional background information – questions 18, 19, and 20.*

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

Or send to:

Alexandra Miller
U.S. District Court
1717 Pacific Ave, Rm 3100
Tacoma, WA 98402

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 status, 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.

Temporary law clerks who are appointed for more than 90 days are eligible for health insurance benefits, annual and sick leave accrual, and paid holidays. 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.

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