



**United States District Court for
the Eastern District of Washington**

**VACANCY ANNOUNCEMENT
2021-4 Term Law Clerk
Spokane, Washington**

The United States District Court for the Eastern District of Washington is currently accepting applications for a full-time *Term Law Clerk* to a Senior United States District Judge. The hiring judge will consider requests for full-time telework if the candidate has particular expertise in social security law.

Position: Term Law Clerk to Senior District Judge
Salary Range: JSP 11 – JSP 13 (\$64,649 -\$119,787), depending on experience
Duty Station: Spokane, Washington
Telework Eligible: For the right candidate with requisite experience
Opening Date: April 6, 2021
Closing Date: Open until filled – preference given to applications received before close of business on Friday, April 23, 2021.

POSITION SUMMARY:

Primarily working on the District’s social security caseload, this Term Law Clerk position will research substantive issues of federal and state law; draft legal memoranda, opinions, and orders; prepare for, and participate in, hearings, trials, or mediations; provide legal counsel and support to the assigned judge; and exhibit the highest standards of excellence and integrity.

QUALIFICATION/EXPERIENCE:

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a graduate from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of their class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review (or journal) of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Experience in the subject area of social security disability law.
- Prior clerkship experience.
- Graduation from law school with a cumulative GPA of 3.5 or higher.
- Strong legal research and writing skills.
- Organizational skills, Internet research skills, and superior skill with Westlaw and MSWord are essential.

Salary:

The pay rate offered is subject to Judicial Officer approval.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes

Legal Work Experience:

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Personal Character:

The successful candidate should be mature, responsible, possess excellent organizational, administrative, project management and interpersonal skills, be a self-starter, maintain a professional appearance and demeanor at all times, be able to work harmoniously with others and communicate effectively, both orally and in writing. Computer and Windows environment literacy/proficiency required.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefit package includes:

- Ten paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)
- Flex Lite Program
- Telework Program
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court.

The position is classified as a sensitive position within the federal judiciary. The successful candidate for this position will undergo an FBI fingerprint check and retention will depend upon a favorable suitability determination from this background check. The incumbent may be subject to periodic updates.

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

APPLICATION PROCEDURES:

Qualified applicants should submit **one PDF** application package to hr@waed.uscourts.gov.

Materials must include:

- Cover letter (if full-time telework is desired, please indicate along with requisite Social Security Appeal experience in cover letter)
- Detailed resume
- Two writing samples (20 pages or less)
- Three professional references
- Copy of law school transcript
- Completed AO 78 employment application form

If your application packet does not include all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.