



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

**TERM LAW CLERK TO
MAGISTRATE JUDGE GRADY J. LEUPOLD**

ANNOUNCEMENT NUMBER 24-WAW-30

ANNOUNCEMENT DATE July 3, 2024

CLOSING DATE Open until filled, preference given to resumes received by August 30, 2024.

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 United States Magistrate Judge Grady J. Leupold. The anticipated start date for this position is April-May 2025. The position is located in Tacoma, Washington and is full-time (80 hours per two-week period).

REPRESENTATIVE DUTIES The law clerk performs legal research, drafts orders, reports and recommendations, and memoranda for habeas corpus, civil rights, and social security disability cases, as well as consent and referred cases of all types. The law clerk also communicates with counsel, assists the Judge during courtroom proceedings, manages case dockets, and performs other duties as assigned.

QUALIFICATIONS Candidates must be graduates of an accredited law school. Candidates must demonstrate superior research and writing skills, quick analytical ability, strong interpersonal and time management skills, and the ability to work well independently and as part of a team. Candidates should also be experienced with Word, Westlaw, Lexis, and related software. Candidates must have a high regard for confidentiality and a demonstrated commitment to diversity and an inclusive work environment.

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

Salary range: \$81,242 to \$150,535 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 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 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

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

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 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.

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