

FEDERAL PUBLIC DEFENDER
Western District of Washington

Rene L. Valladares
Interim Federal Defender

Corey Endo
First Assistant Defender

Position Announcement
Clerical Assistant – Seattle/Tacoma, Washington

Position No. 26-06

Announced: March 2, 2026

Closes: Open until filled. Priority given to applications received by March 16, 2026.

The Office of the Federal Public Defender for the Western District of Washington (FPD) is accepting applications for a full-time clerical assistant. This is a temporary position with a not-to-exceed date of September 30, 2026. The clerical assistant will be stationed in either the Seattle or Tacoma office.

The FPD represents people charged with federal crimes who cannot afford to hire an attorney or are entitled to one. The Court appoints our attorneys to represent accused persons before charges are filed, upon arrest, for the appeals process, and through federal habeas corpus review. The FPD also represents non-citizen individuals detained or re-detained for removal in immigration detention by seeking their release through writs of habeas corpus. Clerical assistant candidates should demonstrate a background in clerical support services and be dedicated to defending those accused of committing crimes even when the evidence against them appears strong. The candidate should be self-motivated, resourceful, creative, and client-centered, and should demonstrate a commitment to social justice, the promotion of equity, and anti-oppressive practices. This position is supervised by the Chief Paralegal.

Responsibilities: The clerical assistant will assist the immigration habeas practice with maintaining communication with non-citizen individuals detained at the Northwest Immigration Processing Center. The clerical assistant will take incoming phone calls, complete intake questionnaires, search for additional case information, maintain spreadsheets, and, if the office seeks appointment, send letters/forms and process incoming mail.

Selection Criteria: The selected candidate will have a commitment to quality representation and have a demonstrated interest in working with people of different cultures and nationalities. The ability to treat the individuals we serve with respect, no matter the allegation or circumstance, is essential. Candidates must have experience working with the full Microsoft Office Suite. Proficiency in languages other than English is highly desirable.

Requirements: The successful candidate must be a high school graduate or the equivalent and have a minimum of two years of specialized experience in the primary duties of this position. The duty station is either the Seattle or Tacoma office.

Applicants must meet the [employment eligibility requirements](#) of the Administrative Office of the U.S. Courts. As a condition of employment, candidates must be fingerprinted and complete a background check. A prior criminal conviction is not necessarily disqualifying.

Salary & Benefits: This position has a starting salary range of \$40,922 to \$56,715 (Grade 4, Step 1 to Grade 7, Step 1) based on the Judicial Salary Plan effective January 12, 2026. Salary will be based on professional experience. Benefits include health insurance plus 11 paid federal holidays, 13 days of paid sick leave, and 13 days of paid vacation leave annually. Salary is paid biweekly and only by direct deposit. Partial telework is available for this position.

Commitment to Diversity, Equity, & Inclusion: Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We embrace the unique contributions our employees can bring to the FPD because of their backgrounds, social identities, and lived experiences. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek colleagues who share this belief and commitment. We are interested in applicants' talent, intelligence, dedication, persistence, and desire to see that all people are treated fairly and respectfully.

The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socio-economic circumstance. We especially encourage applications from people who have been affected by the criminal legal system and people from underrepresented and historically marginalized groups.

How to Apply: Qualified persons may apply by emailing a letter of interest, résumé, and two professional references (including names, email addresses, and telephone numbers) as a single PDF document to wawpersonnel@fd.org. Please include the position title "Clerical Assistant" in the email subject line.

Preference will be given to applications received by March 16, 2026. Only applicants granted interviews will be contacted. Initial interviews may be conducted in person or via video conference. No telephone inquiries please.

This position is subject to available funds.