Law Clerk

2026-2027 Term

Closing Date: Open Until Filled

Office: Circuit Court for Baltimore City, The Honorable Jeffrey Geller

Salary: \$63,119 Non-Bar Member

\$70,120 Bar Member

FLSA Status: Exempt

Position Type: Regular/Temporary, Full Time, At-Will

Financial Disclosure: No

Benefits: The Maryland Judiciary offers a generous benefits package including medical, dental, vision, life insurance, flexible spending accounts, paid time off, paid holidays, supplemental retirement plans, and employee assistance programs.

Essential Functions: The Law Clerk provides legal support to the Judge. Prepares memoranda and opinions, research legal issues, prepares cases for docket, review case files and motion, performs a variety of duties related to the court's case management and attends court daily. Performs other duties as assigned.

Education: Has obtained a Juris doctorate degree from an ABA-accredited law school or will have received a Juris Doctor by no later than July 2026.

Skills/Abilities: Excellent legal research and writing skills. Strong knowledge of applicable laws, rules, and court procedures. Proficiency with commonly used computer software, including legal research tools and word processing applications. Excellent organizational skills and the ability to manage time effectively in a fast-paced judicial environment. Ability to draft clear and concise legal memoranda, orders, and other court documents. Ability to interpret and apply relevant policies, procedures, rules, regulations, and laws. Capacity to perform all essential functions of the position with a high degree of professionalism and attention to detail.

Applications should be sent via email to jeffrey.geller@mdcourts.gov or hard copy to: The Honorable Jeffrey M. Geller Circuit Court for Baltimore City Elijah E. Cummings Courthouse Chambers 561 111 N. Calvert Street Baltimore, MD 21202

Applications should include a cover letter, resume, unofficial transcript, writing sample, and a list of at least three references. There is no specified application deadline. All applications considered on a rolling basis and until the position is filled. Therefore, applicants are advised to apply as soon as possible. The clerkship will commence in August 2026 and all clerks are expected to commit to a full year.

The Maryland Judiciary is an equal opportunity employer committed to fostering a workplace culture of diversity, equity, inclusion, and belonging. We do not discriminate on the basis of race, color, religion, age, sex, pregnancy, marital status, national origin, military or veteran status, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need ADA Accommodation during the application and/or interview process should send their request via email to ADA@mdcourts.gov or call 410-260-1732. The Maryland Judiciary is a drug-free workplace. Applicants must be United States citizens or eligible to work in the United States.

Please find the Maryland Judiciary's equal employment opportunity policy here: <u>Policy Prohibiting</u> <u>Discrimination</u>, <u>Harassment</u>, <u>and Retaliation</u>.