

Law Clerk
2026-2027 Term

Closing Date: Open Until Filled

Office: Circuit Court Montgomery County, The Honorable Jennifer S. Fairfax

Salary: \$63,751 Non-Bar Member

\$70,822 Bar Member

FLSA Status: Exempt

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

Financial Disclosure: No

Essential Functions: Research and brief legal issues, prepare memoranda and draft opinions, review cases and prepare summaries for cases on Judges' docket, review and analyze motions, interface with attorneys, litigants and court personnel as a representative of Judges' chambers, perform various duties related to the court's case management, and attend Court daily. Perform other duties as assigned.

Education: Has obtained a Juris Doctor degree from an ABA-accredited law school or will have obtained a Juris Doctor by June 2026.

Skills/Abilities: Excellent legal analysis, writing, and research skills. Excellent organizational and time management skills. Excellent oral communication skills. Strong knowledge of Maryland laws, rules, court procedures. Knowledge of general office work, such as filing and recording information. Knowledge of computer hardware and software. Ability to perform legal research. Ability to read and understand law-related materials. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To apply, please send a cover letter, resume, writing samples, transcript (unofficial is acceptable), and no more than 3 letters of recommendation to calvin.lee@mdcourts.gov

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Please find the Maryland Judiciary's equal employment opportunity policy here: [Policy Prohibiting Discrimination, Harassment, and Retaliation](#).