

Law Clerk
2026-2027 Term

Closing Date: The Honorable Catherine H. McQueen will be accepting applications until Friday, October 24, 2025, for a full-time Law Clerk during the 2026-2027 Term. Judge McQueen will be conducting rolling interviews during the application process.

To apply, please submit a cover letter, your resume, one (1) writing sample no longer than twenty-five (25) pages, an unofficial transcript, and a list of three (3) references to:

Alison Coombs, Judicial Assistant
alison.coombs@mdcourts.gov

Office: Circuit Court for Montgomery County – The Honorable Catherine H. McQueen

Position Type: Regular/Temporary, Full-Time, At-Will – to begin August 2026

Salary: \$63,751 Non-Bar Member
 \$70,822 Bar Member in any State

FLSA Status: Exempt

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.

Job Description/Requirements:

Essential Functions: The Law Clerk provides legal support to the Judge. The Law Clerk assists the Judge in preparing for hearings, responds to research questions on a case-by-case basis, and provides up to date information to the Judge. The Law Clerk drafts and revises opinions, attends court proceedings, may communicate with litigants and/or counsel, and performs other duties as assigned.

Education: Has obtained a Juris Doctorate degree or will obtain a Juris Doctorate degree from an ABA-accredited law school as of August 2026.

Skills/Abilities: Knowledge of laws, rules, court procedures and the progression of a case from beginning to end. Knowledge of general office work such as filing and recording information. Detail oriented, efficient and willing to learn. Excellent organizational and time management skills. Ability to perform legal research 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.

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: [Policy Prohibiting Discrimination, Harassment, and Retaliation](#)