

Law Clerk

2026-2027 Term

Closing Date: Open Until Filled

Office: Circuit Court for Charles County, The Honorable Monise A. Stephenson

Salary: \$63,751 Non-Bar Member

\$70,822 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, researches legal issues, prepares cases for docket, reviews cases and motions as they are sent to Chambers, 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 J.D. degree from an ABA accredited law school or have obtained a J.D. from an accredited law school by June 2026.

Preferred: Excellent legal writing and research skills. Prior moot court, trial advocacy and journal membership are also preferred, but not required.

Skills/Abilities: Knowledge of laws, court procedures and the progression of case from original charge through trial, sentencing, modification and violation of probation stages. Knowledge of general office work such a filing and recording information. Knowledge of computer hardware and software. Excellent organizational and time management skills. 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, two legal writing samples (one long and one short), transcripts (unofficial is acceptable) and three references to: lindsay.haskin@mdcourts.gov with the subject line "Law Clerk 2026-2027 Term"

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](#).