

Law Clerk
Immediate Hire

Closing Date: January 21, 2026

Office: Circuit Court Montgomery County, The Honorable Victor M. Del Pino

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: Prepares memoranda and opinions, research legal issues, prepares cases for Docket, reviews case files and motions as they are sent to Chambers, performs various duties related to the court's case management, and attends Court daily. Performs other duties as assigned.

Education: Has obtained a Juris Doctor degree from an ABA-accredited law school.

Skills/Abilities: Excellent legal writing and research skills. Knowledge of laws, rules, court procedures, and the progression of cases from original charge through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work, such as 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, writing samples, transcript (unofficial is acceptable), and letters of recommendation to sarah.grissom@mdcourts.gov.

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