

Law Clerk

2026-2027

Closing Date: Open Until Filled

Office: District Court for Anne Arundel County, The Honorable Shaem Spencer

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 case files 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 Juris doctorate degree from an ABA-accredited law school or will have received a Juris Doctor by May 2026.

Skills/Abilities: Excellent legal writing and research skills. Knowledge of civil, family, and criminal laws, rules, court procedures to include the progression of case 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 compose orders and memoranda. Ability to apply polices, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To Apply: Please send résumé, writing sample, references, transcript (unofficial is acceptable) and cover to: stephanie.coleman@mdcourts.gov

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](#).