

Law Clerk

Interim Vacancy Prior to August 2020 Term

Closing Date: Open Until Filled

Office: Circuit Court for Calvert County, The Honorable Mark W. Carmean

Salary: \$47,349 Non-Bar Member

\$52,601 Bar Member

FLSA Status: Exempt

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

Financial Disclosure: No

Essential Functions: The Law Clerk provides legal support to the Judge. Prepares memorandums 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.

Preferred: Journal experience preferred.

Skills/Abilities: Excellent legal writing and research skills. Knowledge of laws, rules, 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 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 resume, writing samples, and transcripts to Michelle Gutierrez (michelle.gutierrez@mdcourts.gov) or mail to:

Michelle B. Gutierrez, Judicial Assistant
Circuit Court for Calvert County
175 Main Street
Prince Frederick, MD 20678

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