

## Law Clerk

August 2020 / August 2021 Term

**Closing Date: Open Until Filled**

**Office:** District Court for Frederick and Washington Counties

**Salary:** \$47,349 Non-Bar Member

\$52,601 Bar Member

**Period: August 2020 – August 2021**

**FLSA Status:** Exempt

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

**Financial Disclosure:** No

**Essential Functions:** The Law Clerk provides legal support to the Administrative Judge as well as the Associate Judges for the 11<sup>th</sup> District Court of Maryland. The expectation is that the Law Clerk will work in both the Frederick and Hagerstown courthouses for the duration of his/her term. The Law Clerk conducts legal research, prepares reports, reviews motions, reviews court files, drafts memoranda, and revises work products. The Law Clerk also plays an important role in support of the District Court's Problem-Solving Courts, by providing legal research for the Mental Health Court Program. Additionally, the Law Clerk will have the opportunity to attend court proceedings and stakeholders' meetings on a variety of subject areas as requested by the Judge and will perform various duties as assigned.

**Education:** Currently enrolled in an ABA-accredited law school or has already obtained a Juris Doctorate degree from an ABA-accredited law school.

**Skills/Abilities:** Excellent legal research and writing skills. Proficient in conducting research in Westlaw and LexisNexis. Significant knowledge and understanding of laws, rules, court procedures and the progression of various case types from original filing, disposition or charge through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work, including filing and recording information. Proficient in using Microsoft Office Suite including Word and Excel. Excellent organizational and time management skills. 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 the following: cover letter, resume, two writing samples (one between 3-5 pages and one between 5-10 pages), law school transcript and three references to Ashley Beall at [ashley.beall@mdcourts.gov](mailto:ashley.beall@mdcourts.gov).**

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, 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 an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**