

**Law Clerk | Immediate Hire June 2021**

**(Two Vacancies)**

**Closing Date:** Open Until Filled

**Office:** Baltimore County District Court, The Honorable Dorothy Wilson

**Salary:** \$49,987 Non-Bar Member

\$55,532 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 all sitting judges of the District Court of Maryland for Baltimore County, provides research on legal issues on a case-by-case basis and provides up-to-date information to the judges by preparing office and research memoranda. Additionally, the law clerk assists with the preparation of any judge-led education classes, seminars and programs; maintains the law library in each District courthouse located within Baltimore County; maintains the reference materials located on each judge's bench; researches and drafts case briefs on high impact appellate cases relevant to the District Court; prepares case briefs for pretrial settlement conferences on specially set civil cases; prepares and researches affidavit judgment cases and petitions for coram nobis; attends court proceedings as requested by a judge; coordinates work responsibilities with a fellow law clerk, other courthouse and judiciary personnel; and performs other duties as assigned

**Education:** Has obtained a Juris Doctorate degree from an ABA-accredited law school or graduating May 2021.

**Preferred:** Member of the Maryland Bar in good standing. Prior legal writing experience.

**Skills/Abilities:** 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 a resume and one (1) writing sample to Judge Dorothy J. Wilson, Baltimore County District Court, 120 East Chesapeake Avenue, Towson, MD 21286.**

**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.**