

Law Clerk Position

2022/2023 Term

Closing Date: 10/1/21

Office: Circuit Court for Harford County
Six Vacancies

Salary: \$49,987 Non-Bar Member
\$55,532 Bar Member in any State

FLSA Status: Exempt

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

Financial Disclosure: No

Essential Functions:

The Circuit Court for Harford County, Maryland has 6 positions available for judicial law clerks to provide legal support to Circuit Court judges. Responsibilities include conducting legal research, drafting memorandum/proposed orders/opinions for Circuit Court judges. Assignments may also include assisting judges with issues relating to special programs (drug court, ADR, domestic violence, etc.); working with prosecutors, bar, and support agencies to coordinate case management; reviewing and summarizing case files; responding to attorneys and self-represented litigants. Incumbents can also expect to interact heavily with the Administrative Judge, attorneys, the public, local court-related agencies and service providers on a regular basis.

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

Preferred: The preferred candidates selected may be knowledgeable of the function and jurisdiction of the Circuit Court of Maryland. The preferred candidates may be proficient in performing all types of legal research, including on-line and web-based research; have sound logic, excellent organizational, problem solving, communications and interpersonal skills, as well as the ability to compose written reports and business/legal correspondence. Law clerks must have reliable transportation and be available for intrastate travel as needed.

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 resume, transcript, two writing samples (one long and one short) and three references to Teri.Scherer@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.