

Law Clerk

2023-2024 Term (IMMEDIATE HIRE)

Closing Date: Open Until Filled

Office: District Court for Baltimore County, The Honorable Dorothy J. Wilson

Salary: \$59,379 Non-Bar Member

\$65,966 Bar Member

FLSA Status: Exempt

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

Financial Disclosure: No

Overview: The Baltimore County District Court is a trial court with jurisdiction over small claims civil, large claims civil matters up to \$30,000, motor vehicle/traffic violations, criminal, bail review, landlord-tenant matters, protective orders and peace order cases, toll violations and camera monitored infractions among other matters. There are fifteen judges who sit in three courthouse locations: Essex, Towson, and Catonsville.

Essential Functions: The law clerk provides legal support to the Administrative Judge and fourteen associate judges in Essex, Towson, and Catonsville courthouse locations. The law clerk performs legal research and writing, assists in writing opinions, attends court proceedings, when necessary, assists with case preparation for civil pretrial conferences, prepares affidavit judgments for judicial review, updates and maintains the law library, chambers resources and bench materials, assists judges with power point presentations, committee work, judicial course materials and special projects as needed and performs other duties as assigned. The law clerk travels to three courthouse locations within Baltimore County as needed.

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

Skills/Abilities: Excellent legal writing and research skills. Knowledge of laws, rules, court procedures and the progression of criminal cases 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, time management and interpersonal skills. Ability to perform legal research. Ability to read and understand law-related materials. Ability to communicate effectively. 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 cover letter, resume, writing sample (no more than 5 pages long), transcripts (unofficial is acceptable), and references to: Judge Dorothy J. Wilson, 120 E. 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.