

Law Clerk-Circuit Court for Wicomico County (2024-2025)

Salary: \$59,379 Non- Bar Member/ \$65,966 Bar Member (any state).

FLSA Status: Exempt

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

Closing Date: Until Filled

Job Location: Salisbury, Maryland

Job Description

Four one-year law clerk positions will be available in the Circuit Court for Wicomico County, beginning in August 2024. Wicomico County is located on Maryland's Eastern Shore, between the Chesapeake Bay and the Atlantic Ocean. The Circuit Court for Wicomico County is the largest court in the First Judicial Circuit of Maryland. A mid-sized court of general jurisdiction, the Court hears a broad spectrum of trial court cases.

This position is open to students who have successfully completed their third year of law school. Work involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders for a judge concerning the cases before him/her. Work is performed under general supervision of a judge and is reviewed through conferences and submitted work. Effective interaction with members of the Bar, Clerks Office staff and Chambers staff is essential.

Please send cover letter, resume, transcripts, two writing samples and any letters of reference to melissa.lahey@mdcourts.gov.

Essential Functions: The Law Clerk provides legal support to the Judge. The Law Clerk conducts legal research, reviews motions, reviews court files, drafts memoranda, and revises work product. Responds to research questions on a case by case basis and provides recent and up to date information to the judge. Delivers and triages the chamber's work prior to sending to the Judge. Attends court proceedings, as requested by the Judge. The Law Clerk will perform various duties based on the level of the court: District Court, Circuit Court, Court of Special Appeals, and Court of Appeals.

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

Preferred: Prior legal writing experience.

Notes: Upon application you may be requested to furnish writing samples, unofficial or official transcripts, and three (3) references.

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.

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.