

Law Clerk 2026-2027 Term (This Position Starts in August / September 2026)

Closing Date: Open until filled

Office: Circuit Court for Carroll County, Maryland
~ The Honorable Fred S. Hecker, Administrative Judge ~

Salary: \$63,119.00* Non-Bar Member

\$70,120.00* Bar Member

* Effective June 26, 2024. Subject to change, please check with Maryland Judiciary.

FLSA Status: Exempt

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

Financial Disclosure: No

Essential Functions: The law clerk provides legal support to the judge. The law clerk drafts and revises orders and opinions, attends and assists the judge in preparing for oral argument, responds to research questions on a case-by-case basis, and provides recent and up-to-date information to the judge. Further, the law clerk delivers and triages the chamber's work prior to sending to the judge, attends court proceedings as requested by the judge, and performs other 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.

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 cover letter, resume, two (2) writing samples (one long and one short), transcript (official or unofficial), and letters of recommendation to:

**The Honorable Fred S. Hecker
Circuit Court for Carroll County, Maryland
55 North Court Street
Westminster, MD 21157**

Or, if sending via e-mail, please send to Judge Hecker's judicial assistant:

robyn.fuhrman@mdcourts.gov

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