

Law Clerk
2026-2027 Term

Closing Date: October 15, 2025

Office: Circuit Court for Montgomery County, The Honorable Rachel T. McGuckian

Salary: \$63,751 Non-Bar Member

\$70,822 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 the Judge. Prepares memoranda and opinions, research legal issues, prepares cases for Docket, review case files and motions as they are sent to Chambers, performs a variety of duties related to the court's case management and attends Court daily. Performs other duties as assigned.

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

Preferred: Journal experience preferred.

Skills/Abilities: Excellent legal writing and research skills. 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 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, 3 writing samples, list of references with contact information, and transcripts (unofficial is acceptable) to: michelle.hunt@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 during the application and/or interview process should send their request via email to ADA@mdcourts.gov. Applicants must be United States citizens or eligible to work in the United States.