

Law Clerk

Closing Date: April 30, 2018

Office: Circuit Court for Baltimore City, Chief Judge Wanda Keyes Heard

Salary: \$42,373 Non Bar Member

\$47, 373 Bar Member

Position Type: Regular-Temporary position, at will

Essential Functions: Provides legal support to the Judge. Responds to research questions on a case by case basis and provides recent and up to date information to the judge. Review, studies and researched laws, court decisions, documents, opinions, briefs, and related legal authorities to process suits, trials, hearings, appeals and other litigated matters. Reads and digests opinions, briefs, and motions and extracts excerpts to points of law and fact. Prepares briefs, legal memoranda, and statement of issues involves, including appropriate suggestions or recommendations to the Judge. Confers with Judge, members of the Bar, legislators, the Administrator and their staff. Compiles references on laws and decisions necessary for legal determinations. Studies and develops procedural rules and changes and assists in their implementation. Prepares written reports for the court and aids the Judge in preparing opinions. Delivers and triages the chamber's work prior to sending to the Judge. Attends court proceedings, as requested by the Judge. 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; and/or awaiting results from the most recent Bar Examination or eligible to take the next Bar Examination.

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, references, and a writing sample to tracy.tilghman@mdcourts.gov