

Law Clerk

Closing Date: November 16, 2018

Office: District Court, District 11 (Frederick and Washington Counties)

Salary: \$42,373 Non Bar Member

\$47, 373 Bar Member

FLSA Status: Exempt

Position Type: Temporary, Full Time, At-Will

Financial Disclosure: No

Essential Functions: The Law Clerk provides legal support to the Judges in District 11. The law clerk will be expected to work in both the Frederick and Hagerstown courthouses. The law clerk will assist all judges and staff with legal issues. Responds to research questions on a case-by-case basis and provides recent and up-to-date information to the judges. Will work under Administrative Judge's supervision and will assist in administrative functions. 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.

Preferred: Member of the Maryland Bar in good standing. Prior legal writing experience.

Skills/Abilities: Knowledge of laws, rules, court procedures and general knowledge of cases within the jurisdiction of District Court. 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 resume and a writing sample to Honorable Dino E. Flores, Jr., District Court of Maryland, 100 W. Patrick Street, Frederick, MD 21701

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