

Law Clerk

Closing Date: Open Until Position is Filled

Office: District Court of Maryland, (MDEC District) St. Mary's County, Judge Christy Holt Chesser

Salary: \$42,373 Non Bar Member, \$47, 373 Bar Member

Period: August 2018 – August 2019

FLSA Status: Exempt

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

Financial Disclosure: No

Overview: The District IV District Courts are trial courts with jurisdiction over small claims civil, large claims civil matters up to \$30,000, motor vehicle, criminal, bail review, landlord and tenant matters, protective orders and peace orders among other things. There are six judges who sit in three courthouses in St. Mary's, Calvert, and Charles counties (District IV).

Essential Functions: The law clerk provides legal support to the Administrative judge and five associate judges in St. Mary's, Calvert and Charles Counties District Courts. The law clerk will perform legal research, assist in writing opinions and attend court proceedings when necessary. The law clerk will review files on the civil docket to ensure the filings are complete; and will analyze the exhibits to develop draft affidavit judgement orders and performs other duties as assigned. The law clerk travels to three court locations as needed.

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 resume and a writing sample to constance.dewolfe@mdcourts.gov or

Honorable Christy Holt Chesser

Attn: Connie DeWolfe, Administrative Specialist

District Court of Maryland, St. Mary's County

P.O. Box 1509

Leonardtown, Maryland 20650

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.