

Law Clerk
2024-2025 Term

Closing Date: Open Until Filled

Office: District Court for St. Mary's County, The Honorable Christy Holt Chesser

Salary: \$59,379 Non-Bar Member

\$65,966 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 Administrative Judge and Associate Judges for the Fourth District Court for Calvert County, Charles County, and St. Mary's County. The Law Clerk conducts legal research, participates in pre-docket meetings, reviews court file, drafts memoranda, and revise work product. The Law Clerk also plays an important role in the operation of the District Court's Problem-Solving Courts. The District Court Problem Solving Courts include Mental Health Court and Drug Court. The Law Clerk also prepares the District Court's debt collection docket. Additionally, the Law Clerk will have the opportunity to attend court proceedings and stakeholders' meetings on a variety of subject areas and will perform various duties as assigned.

Education: A Juris Doctorate degree from an ABA-accredited law school is required.

Skills/Abilities: Excellent legal research and writing skills. Proficient in Westlaw and LexisNexis. Knowledge of laws, rules, court procedures, and the progression of cases from original charge through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work, such as filing and recording information. Proficient in Microsoft Word and Excel. Excellent organizational and time management skills. 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 the following: cover letter, resume, two writing samples (one between 3-5 pages and one between 5-10 pages), law school transcript, and three references to Spencer Misitis: spencer.misitis@mdcourts.gov

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