

**Law Clerk**

**2025-2026 Term**

**Closing Date:** Open Until Filled

**Office:** Circuit Court for Baltimore City, The Honorable Jeffrey Geller

**Salary:** \$63,119 Non-Bar Member

\$70,120 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, researches 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.

**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 polices, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

Applications should be sent via email to [jeffrey.geller@mdcourts.gov](mailto:jeffrey.geller@mdcourts.gov) or hard copy via regular mail to:

The Honorable Jeffrey M. Geller  
Circuit Court for Baltimore City  
Elijah E. Cummings Courthouse  
Chambers 561  
111 N. Calvert Street  
Baltimore, MD 21202

Applications should include a cover letter, resume, unofficial transcript, writing sample, and a list of at least three references.

There is no specified application deadline. All applications considered on a rolling basis and until the position is filled.

**\*\*\*Applicants are advised to apply as soon as possible. \*\*\***

The clerkship will commence in August 2025 and all clerks are expected to commit to a full year.

**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](mailto:ADA@mdcourts.gov). Applicants must be United States citizens or eligible to work in the United States.**