

Law Clerk Position

2025-2026 Term Law Clerk

Closing Date: September 6, 2024 at 4:30 p.m.

Office: Montgomery County Circuit Court, Rockville, MD Judge Bibi Berry

Position Type: Full time paid position, At-Will

Salary: \$63,119 Non-Bar Member

\$70,120 Bar Member

FLSA Status: Exempt

Financial Disclosure: No

Benefits: The Maryland Judiciary offers a generous benefits package including medical, dental, vision, life insurance, flexible spending accounts, paid time off, paid holidays, supplemental retirement plans, and employee assistance programs.

Essential Functions: The Law Clerk provides legal support to the Judge. The law clerk drafts correspondence, memoranda and orders, review files and analyzes issues raised in the motions and pleadings; Responds to research questions on a case-by-case basis and provides up to date information to the judge; Delivers and triages the chamber's work prior to sending to the Judge; Attends court proceedings; Communicates with litigants or Counsel as circumstances require; Prepares the courtroom and tends to juries; 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: Legal writing and research experience, customer service experience.

Skills/Abilities: Knowledge of laws, rules, court procedures and the progression of Court matters. Knowledge of general office work, such as filing and recording information. Knowledge of Microsoft Word and other computer software. Excellent organizational and time management skills. Ability to perform legal research quickly. 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 submit cover letter, resume, school transcript, writing sample (no more than 5 pages), and a list of three (3) references to Shawnette.williams@mdcourts.gov

The Maryland Judiciary is an equal opportunity employer committed to fostering a workplace culture of diversity, equity, inclusion, and belonging. We do not discriminate on the basis of race, color, religion, age, sex, pregnancy, marital status, national origin, military or veteran status, 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 ADA Accommodation during the application and/or interview process should send their [request](#) via email to ADA@mdcourts.gov or call 410-260-1732. The Maryland Judiciary is a drug-free workplace. Applicants must be United States citizens or eligible to work in the United States.

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Please find the Maryland Judiciary's equal employment opportunity policy here: [Policy Prohibiting Discrimination, Harassment, and Retaliation](#).