

Law Clerk
2025-2026 Term

Closing Date: January 31, 2025

Office: Circuit Court for Frederick County, The Honorable Joanie Raymond Brubaker

Salary: \$63,119 Non-Bar Member
\$70,120 Bar Member

FLSA Status: Exempt

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

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: Prepares memoranda and opinions, researches legal issues, prepares cases for Docket, reviews case files and motions as they are sent to Chambers, performs various duties related to the court's case management, and attends Court daily. Performs other duties as assigned.

Education: Has obtained a Juris Doctor degree from an ABA-accredited law school or will have obtained a Juris Doctor by June 2025.

Skills/Abilities: Excellent legal writing and research skills. 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. 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 a cover letter, resume, writing samples, transcript (unofficial is acceptable), and letters of recommendation to Lisa.Turner@mdcourts.gov.

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