

Judicial Law Clerk

2025-2026 Term

Closing Date: Open Until Filled

Office: Circuit Court for Charles County, The Honorable Donine Carrington Martin

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: The judicial law clerk provides legal support to the Circuit Court Judge. The judicial law clerk responsibilities include preparing legal memoranda and drafting opinions, conducting legal research issues in a fast paced manner, preparing cases for the daily docket, reviewing motions as they are sent to Chambers, and performing a variety of duties related to the court's case management. In addition to attending Court on a frequent basis. The judicial law clerk also assists with the preparation of the Adult Drug Court staffing and docket preparation and performs other duties as assigned.

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

Preferred: Journal experience preferred.

Skills/Abilities: This position requires excellent communication, legal research and writing skills. The judicial law clerk should have knowledge of laws, rules, court procedures. Their knowledge should include general office work such as filing and recording information, current computer hardware and software, excellent organizational and time management skills. The judicial law clerk should have the ability to learn how to draft and write proposed orders and memoranda and the ability to apply the law, policies, procedures, regulations, rules as required. The judicial law clerk must be able to perform all essential functions of this position during the duration of the term of employment.

To apply, please send resume, writing sample, list of references with contact information, and transcripts (unofficial are acceptable) to briana.carter@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.

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