

## Law Clerk Position

2025-2026

**Closing Date:** Open Until Filled

**Office:** Circuit Court for Montgomery County, The Honorable Kathleen M. Dumais

**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 Law Clerk provides legal support to the Judge by drafting and revising opinions, correspondence, memoranda, and orders; reviewing case files and analyzing issues raised in motions and pleadings; preparing summaries of cases set for trial/hearing before the Judge; attending and assisting the Judge in the courtroom during trials/hearing, as requested by the Judge; responding to research questions on a case-by-case basis and providing recent and up to date information to the judge on changes to statutes, Rules, and case law. Triages the chamber's work related to the daily calendar prior to sending to the Judge. Prepares the courtroom and performs other duties as assigned.

**Education:** Currently enrolled in an ABA-accredited law school with a degree expected no later than May 2025 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 case from the original filing through conclusion, particularly in family law and juvenile cases. Knowledge of Microsoft Word and other computer software, as well as general office work. 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 a cover letter, resume, law school transcript, two writing samples (no more than 5 pages) and a list of three (3) references to [Lourdes.Mairena@mdcourts.gov](mailto:Lourdes.Mairena@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 based on 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 an ADA Accommodation during the application and/or interview process should send their [request](#) via email to [ADA@mdcourts.gov](mailto: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](#).