

**Law Clerk
2025 – 2026 Term**

Closing Date: Open Until Filled

Office: District Court for Baltimore County, The Honorable Dorothy Wilson

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 Administrative Judge as well as the Associate Judges for the District Court of Maryland for Baltimore County. The Law Clerk conducts legal research; drafts memoranda, opinions and orders; assists judges with the preparation of judicial training materials, educational courses, committee assignments, special projects and other judge-involved programs; updates and maintains the law library in three courthouse locations within Baltimore County District Court; updates and maintains reference materials on each judge's bench and chambers; researches and drafts case briefs on high impact appellate cases relevant to the District Court; reviews case files and motions; attends court proceedings; collaborates with other courthouse and judiciary personnel on assignments; participates with stakeholders on special projects, assignments and/or meetings 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 degree by May 2025.

Skills/Abilities: Excellent legal writing and research skills. Knowledge of Westlaw, LexisNexis, Microsoft Word, Teams and Excel. Knowledge of laws, rules, and court procedures. Knowledge of the progression of criminal cases from original charge through trial, sentencing, modification, and violation of probation stages. Knowledge of progression of civil cases from complaint, pretrial discovery, trial, judgment and post-judgment collection proceedings. 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 apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To apply, please send the following: a cover letter, resume, writing sample, transcript (unofficial is acceptable) and references to Jennifer Alcox, Administrative Aide at Jennifer.alcox@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](#).