

**LAW CLERK 2024-2026**

**Law Clerk opening for the Two-year term**

**Closing Date:** Open until filled

**Office:** Worcester County Circuit Court, The Honorable Brian D. Shockley and The Honorable Beau H. Oglesby

Salary: \$59,379 Non-Bar Member

\$65,966 Bar Member in any State

**FLSA Status:** Exempt

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

**Financial Disclosure:** No

**Essential Functions:** The law clerk works with another law clerk to provide legal support for two judges. The law clerk drafts and revises opinions, attends and assists the Judge in preparing for oral argument, responds to research questions on a case-by-case basis and provides recent and up-to-date information to the Judges, delivers and triages the chamber's work prior to sending to the Judges, attends court proceedings, as requested by the Judges, and 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:** Member of the Maryland Bar in good standing. Prior legal writing experience.

**Skill/Abilities:** Knowledge of laws, rules, court procedures and the progression of case 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 cover letter, resume, writing sample, transcript (official or unofficial) and references to Billie Dee Wells at [Billiedee.wells@mdcourts.gov](mailto:Billiedee.wells@mdcourts.gov)**

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer committed to diversity in the workplace. We do not discriminate based on race, color, religion, age, sex, marital status, national origin, 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 request it via email at [ADA@mdcourts.gov](mailto:ADA@mdcourts.gov). Applicants must be United States citizens or eligible to work in the United States.**