

## Law Clerk

August 2020/ August 2021 Term

**Closing Date: Open Until Filled**

**Office:** District Court for Prince George's County, The Honorable Lisa Hall-Johnson

**Salary:** \$47,349 Non-Bar Member

\$52,601 Bar Member

**Period: August 2020 – August 2021**

**FLSA Status:** Exempt

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

**Financial Disclosure:** No

**Essential Functions:** The Law Clerk provides legal support to the Administrative Judge as well as the Associate Judges for the Fifth District Court of Maryland, sitting in and for Prince George's County. The Law Clerk conducts legal research, participates in pre-docket meetings, reviews court files, drafts memoranda, and revises work product. The Law Clerk also plays an important role in the operation of the District Court's Problem-Solving Courts. The District Court Problem Solving Courts include Mental Health Court and Drug Court. The Law Clerk also prepares the District Court's debt collection docket. Additionally, the Law Clerk will have the opportunity to attend court proceedings and stakeholders' meetings on a variety of subject areas and will perform various duties as assigned.

**Education:** Juris Doctorate degree from an ABA-accredited law school required.

**Skills/Abilities:** Excellent legal research and writing skills. Proficient in Westlaw and LexisNexis. 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, including filing and recording information. Proficient in Microsoft Word and Excel. Excellent organizational and time management skills. 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 the following: **cover letter, resume, two writing samples (one between 3-5 pages and one between 5-10 pages), law school transcript and three references to Judge Katina S. Steuart at [Katina.Steuart@mdcourts.gov](mailto:Katina.Steuart@mdcourts.gov)**

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