

**Law Clerk**  
**2023-2024 Term**

**Closing Date: Open Until Filled**

**Office:** Circuit Court for Prince George's County, The Honorable DaNeeka Varner Cotton

**Salary:** \$56,246 Non-Bar Member

\$62,485 Bar Member

**FLSA Status:** Exempt

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

**Financial Disclosure:** No

**Essential Functions:** The Law Clerk provides legal support to the Judge. Prepares memoranda and opinions, researches legal issues, prepares cases for Docket, reviews case files and motions as they are sent to Chambers, performs a variety of duties related to the court's case management and attends Court daily. Performs other duties as assigned.

**Education:** Has obtained a Juris Doctor degree from an ABA-accredited law school or will have obtained a Juris Doctor degree from an ABA-accredited law school by May 2023.

**Skills/Abilities:** Excellent legal writing and research skills. 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, 2 writing samples, transcripts (unofficial is acceptable), and references to:**

Debra Brooks: [dabrooks@co.pg.md.us](mailto:dabrooks@co.pg.md.us)

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