

Law Clerk (2 Vacancies)
August 2022/August 2023 Term

Closing Date: Open Until Filled

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

Salary: \$50,487 Non-Bar Member

\$56,088 Bar Member

Period: August 2022-August 2023

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 Prince George's County. The Law Clerk conducts legal research, participates in pre-docket meetings, reviews court file, drafts memoranda, and revise 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 such as, 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**

COVID-19 Vaccination Requirement: Beginning December 29, 2021, all **new** employees will be required to be fully vaccinated as a condition of their employment. Full vaccination status requires that two weeks have passed since the employee's second Pfizer or Moderna vaccination

shot, or since the one Johnson and Johnson vaccination shot. Religious and medical exemptions will be made on a case-by-case basis.

This new condition of employment is consistent with other state judiciary orders and with local, state, and federal requirements being adopted to control COVID-19 transmission rates and to safeguard the health of Judiciary personnel and the public. Religious and medical exemptions will be made on a case-by-case basis.

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of 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 an ADA Accommodation for an interview should request the accommodation when notified of a request to interviewed. Applicants must be United States citizens or eligible to work in the United States.