

## **Law Clerk-Circuit Court for Wicomico County**

**Salary:** \$50,487 Non- Bar Member/ \$56,088 Bar Member (any state).

**FLSA Status:** Exempt

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

**Closing Date:** Until Filled

**Job Location:** Salisbury, Maryland

### **Job Description**

Four paid one-year law clerk positions will be available in the Circuit Court for Wicomico County, beginning in August 2022. Wicomico County is located on Maryland's Eastern Shore, between the Chesapeake Bay and the Atlantic Ocean. The Circuit Court for Wicomico County is the largest court in the First Judicial Circuit of Maryland. A mid-sized court of general jurisdiction, the Court hears a broad spectrum of trial court cases.

This position is open to students who have successfully completed their third year of law school. Work involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders for a judge concerning the cases before him/her. Work is performed under general supervision of a judge and is reviewed through conferences and submitted work. Effective interaction with members of the Bar, Clerks Office staff and Chambers staff is essential.

Clerkships are available for the following Judges:

- Judge S. James Sarbanes, Administrative Judge
- Judge Kathleen L. Beckstead, Associate Judge
- Judge Matthew A. Maciarelo, Associate Judge
- Judge Karen M. Dean, Associate Judge

Please send cover letter, resume, transcripts, two writing samples and any letters of reference to [melissa.lahey@mdcourts.gov](mailto:melissa.lahey@mdcourts.gov).

**Essential Functions:** The Law Clerk provides legal support to the Judge. The Law Clerk conducts legal research, reviews motions, reviews court files, drafts memoranda, and revises work product. Responds to research questions on a case by case basis and provides recent and up to date information to the judge. Delivers and triages the chamber's work prior to sending to the Judge. Attends court proceedings, as requested by the Judge. The Law Clerk will perform various duties based on the level of the court: District Court, Circuit Court, Court of Special Appeals, and Court of Appeals.

**Education:** Has obtained a Juris Doctorate degree from an ABA-accredited law school.

**Preferred:** Prior legal writing experience.

**Notes:** Upon application you may be requested to furnish writing samples, unofficial or official transcripts, and three (3) references.

**Skills/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.

**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 be interviewed. Applicants must be United States citizens or eligible to work in the United States.**