

Circuit Court for Baltimore City General Civil Magistrates' Law Clerks

Judicial Law Clerk: General Civil Magistrates Susan M. Marzetta and Sara D. Walsh, in the Civil Division of the Circuit Court for Baltimore City, are seeking the following: (1) **an immediate law clerk**, and (2) **a law clerk for August 2022 – August 2023**.

The applicant should be a recent graduate of an accredited law school. The General Magistrates handle approximately 40 different types of general equity and other cases, including but not limited to temporary restraining orders, mechanic's liens, interpleaders, Attorney General subpoenas, Health-General Sec. 19-344(c) petitions, trusts, mandamus actions, attachments before judgment, receiverships, sales in lieu of partition, quiet title actions, mortgage foreclosures, tax sale foreclosures, fee waivers, name changes, petitions for transfer of structured settlements payments rights, guardianships, counsel fees, minor's recovery in tort, and alternative service. Responsibilities include a review of motions, legal research, preparation of orders, drafting legal memoranda, and hearing preparation. In addition to proven academic success, one must be detailed oriented and adept at handling volume under pressure.

Qualifications:

J.D. degree; Bar admission not required

Compensation:

This is a full-time position with benefits. The annual salary is \$43,503.00.

To Apply:

Please forward a cover letter, resume, final law school transcript, writing sample not edited by a third party, and a list of three references to:

Ms. Jacqueline Hale, Human Resource Officer
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
Jacqueline.Hale@mdcourts.gov
Fax: 410-396-1545
www.baltimorecity.gov
TTY 396-4930
No phone calls please

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