

## Interim Law Clerk

**Current Term (For IMMEDIATE HIRE until August 2022)**

**Closing Date: Open Until Filled**

**Office:** Circuit Court for Anne Arundel County, The Honorable Cathleen M. Vitale

**Salary:** \$50,487 Non-Bar Member

\$56,088 Bar Member

**FLSA Status:** Exempt

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

**Financial Disclosure:** No

**Essential Functions:** 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 Doctorate degree from an ABA-accredited law school.

**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. Familiarity with MDEC is a plus, but not required. 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, writing sample (no more than 5 pages long), transcripts (unofficial is acceptable), and references to:**

[melissa.rayhart@mdcourts.gov](mailto:melissa.rayhart@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 be interviewed. Applicants must be United States citizens or eligible to work in the United States.**