

**Law Clerk, August 2023/2024 Term
(This Position Starts in August/September, 2023)**

Closing Date: Open until filled

Office: Circuit Court for Carroll County, Maryland ~The Honorable Fred S. Hecker

Salary **\$53,823.00*** Non-Bar Member **\$59,794.00*** Bar Member

*Effective May 4, 2022. Subject to change, please check with Maryland Judiciary.

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. The law clerk drafts and revises orders and opinions. Attends and assists the judge in preparing for oral argument. 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. Performs other duties as assigned.

Education: Currently enrolled in an ABA-accredited law school or has already obtained a Juris Doctorate degree from an ABA-accredited law school.

Preferred: Member of the Maryland Bar in good standing. Prior legal writing experience.

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.

To apply, please send resume, two writing samples (one long and one short) and transcript (official or unofficial) to:

The Honorable Fred S. Hecker
Circuit Court for Carroll County, Maryland
55 North Court Street
Westminster, MD 21157

If sending via e-mail, please send to Judge Hecker's judicial assistant:

Robyn.Fuhrman@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 & 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.