

Law Clerk
2023-2024 Term

Closing Date: The positions will remain open until filled.

Office: Circuit Court for Harford County:

The Circuit Court for Harford County is seeking to hire six (6) judicial law clerks for the following judges:

The Honorable Yolanda L. Curtin, Administrative Judge

The Honorable M. Elizabeth Bowen

The Honorable Kevin J. Mahoney

The Honorable Diane Adkins-Tobin

The Honorable Paul W. Ishak

Salary: \$56,246 Non-Bar Member

\$62,485 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: Applicants must have a J.D. from an ABA-accredited law school by May 2023 or have obtained a Juris Doctor 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. 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 Kevin Bianca, Deputy Court Administrator for Harford County Circuit Court:

E-mail address: kevin.bianca@mdcourts.gov Telephone number: 410-638-1879

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.