

Law Clerk Position

Law Clerk Position~ August 2023-August 2024

Closing Date: November 18, 2022 at 4:30 p.m.

Office: Montgomery County Circuit Court, Judge Bibi Berry

Position Type: Full time paid position, At-Will

Essential Functions: The Law Clerk provides legal support to the Judge. The law clerk drafts correspondence, memoranda and orders, review files and analyzes issues raised in the motions and pleadings; Responds to research questions on a case-by-case basis and provides up to date information to the judge; Delivers and triages the chamber's work prior to sending to the Judge; Attends court proceedings; Communicates with litigants or Counsel as circumstances require; Prepares the courtroom and tends to juries; 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: Legal writing and research experience, customer service experience.

Skills/Abilities: Knowledge of laws, rules, court procedures and the progression of Court matters. Knowledge of general office work, such as filing and recording information. Knowledge of Microsoft Word and other computer software. Excellent organizational and time management skills. Ability to perform legal research quickly. 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 submit cover letter, resume, school transcript, writing sample (no more than 5 pages), and a list of three (3) references to swilliams@mcccourt.com

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.

*******Effective August 30, 2021 all new hires will be required to provide proof that they are fully vaccinated against the COVID-19 virus prior to their first date of employment.**