

Law Clerk

January, 2023 – July, 2023 Term

(With possibility of extending to July, 2024)

Closing Date: Open until filled.

Office: Circuit Court for St. Mary's County, The Honorable Joseph M. Staloni

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: Has obtained a Juris Doctorate degree from an ABA-accredited law school.

Skills/Abilities: Excellent organizational and time management skills. 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. 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:

Donna.sweeney@mdcourts.gov

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Law Clerk Posting

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 Accommodations 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.

Law Clerk

August, 2023 – July, 2024 Term

Closing Date: December 31, 2022

Office: Circuit Court for St. Mary's County, The Honorable Joseph M. Stanalonis

Salary: \$56,246 Non-Bar Member

\$62,485 Bar Member

FLSA Status: Exempt

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

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