

Law Clerk

Clerkship 2023-2024

Closing Date: Open Until Filled

Office: Circuit Court for Prince George's County, The Honorable Dorothy M. Engel

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: Responsibilities include providing legal support to the judge, drafting and preparing opinions for review, assisting in reviewing and preparing cases for daily court proceedings and specially assigned trials. Responds to research questions on a case by case basis and provides recent and up to date information. Assists the judge with issues relating to special programs; working with prosecutors, bar, and support agencies to coordinate case management. Responds to attorneys and self-represented litigants. 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 with anticipated graduation in 2023 or has already obtained a Juris Doctorate degree from an ABA-accredited law school.

Skills/Abilities: Read and understand law-related materials with the ability to apply policies, procedures, rules, regulations, and laws as required. Be proficient in performing all types of legal research, including on-line and web-based research. Have sound logic, excellent organizational, problem solving, communication and interpersonal skills, as well as the ability to compose orders, opinions and memoranda. Strong writing skills are a plus. Must have reliable transportation and be available for intrastate travel as needed.

To apply, please send cover letter, resume, writing sample (no more than 10 pages each), transcripts (unofficial is acceptable), and references to: aacorle@co.pg.md.us

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.