

Law Clerk
2024-2025 Term

Closing Date: Open Until Filled

Office: Circuit Court for Queen Anne's County, The Honorable Lynn Knight

Salary: \$59,379 Non-Bar Member

\$65,966 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 accredited law school by May 2024.

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:

Karisa.Rowland@mdcourts.gov

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.