

LAW CLERK 2024-2025

Law Clerk opening for the 2024-2025 term

Closing Date: Open until filled

Office: Circuit Court for Prince George's County, The Honorable Carol A. Coderre

Salary: \$59,379 Non-Bar Member

\$65,966 Bar Member in any State

FLSA Status: Exempt

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

Financial Disclosure: No

Essential Functions: The law clerk provides legal support to the Judge. The law clerk drafts and revises opinions, attends and assists the Judge in preparing for oral argument. Responds to research questions on a case-by-case basis and provides recent and up-to-date information to the Judge. Prepares 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 or has already obtained a Juris Doctor degree from an ABA-accredited law school.

Preferred: Member of the Maryland Bar in good standing. Prior legal writing experience.

Skill/Abilities: Knowledge of laws, rules, court procedures and the progression of case from original filing through various 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, one writing sample (short), transcript (official or unofficial) and two letters of recommendation to rachel.richards@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 characteristics 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.