

Law Clerk

2022-2023 Term

Closing Date: Open Until Filled

Office: District Court of Maryland, District IV (Calvert, Charles and St. Mary's counties), The Honorable Karen Christy Holt Chesser

Salary: \$50,487 Non-Bar Member

\$56,088 Bar Member

FLSA Status: Exempt

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

Financial Disclosure: No

Overview: The District IV District Courts are trial courts with jurisdiction over small claims civil, large claims civil matters up to \$30,000, motor vehicle, criminal, bail review, landlord and tenant matters, protective orders and peace orders among other things. There are seven judges who sit in three courthouses in St. Mary's, Calvert, and Charles counties (District IV).

Essential Functions: The law clerk provides legal support to the Administrative judge and six associate judges in St. Mary's, Calvert, and Charles Counties District Courts. The law clerk will perform legal research, assist in writing opinions and attend court proceedings when necessary. The law clerk will review files on the civil docket to ensure the filings are complete; and will analyze the exhibits to develop draft affidavit judgement orders and performs other duties as assigned. The law clerk travels to three court locations as needed.

Education: Currently enrolled in an ABA-accredited law school or has already obtained a Juris Doctorate degree from an ABA-accredited law school.

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:

kacey.prochazka@mdcourts.gov

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.