

JUDICIAL CLERKSHIP
COURT OF APPEALS OF MARYLAND

CHAMBERS LOCATED IN ANNAPOLIS AND/OR EASTON, MARYLAND

Salary: \$50,505

FLSA Status: Exempt

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

Judge-Designate Booth is currently accepting judicial clerkship applications for the 2019–2020 term. Applications will be accepted on a rolling basis until two law clerk positions are filled. Applicants must submit the following: a résumé, cover letter, transcript, at least one writing sample, a list of references, and at least two reference letters.

Essential Functions: Performing legal research; providing analysis of legal issues; responding to research questions relating to recent developments on legislative and regulatory issues on a case-by-case basis; drafting and revising opinions; collaborating with co-clerk, judicial assistant, Clerk’s office, and other judges’ chambers; assisting with preparation for oral arguments and monthly conferences; attending court proceedings, as deemed necessary; and performing other duties as assigned.

Education: Juris Doctor degree from an ABA-accredited law school. Completion of the Bar Examination prior to commencement of employment.

Preferred: Class rank in the top 20% and law review or other journal experience.

Skills/Abilities: Well-developed legal research, writing and analytical skills; knowledge and understanding of laws, rules, and court procedures; comprehension of the progression of criminal, civil, and administrative cases from inception through conclusion; ability to apply policies, procedures, rules, regulations, and laws as required; excellent organizational and time management skills; knowledge of and ability to utilize computer hardware and software; and ability to perform all essential functions of this position.

To apply, please send résumé and a writing sample to:

Kristin Seal at kristin.seal@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.