

Senior Judge Law Clerk

Closing Date	October 15, 2019
Office	620 Mitchell Courthouse, 100 N. Calvert Street Baltimore, Maryland
Salary	\$52,021- First Year Clerkship
FLSA Status	Exempt
Position Type:	Regular/Temporary, Full Time, At-Will
Financial Disclosure	No

Judge Moylan and Judge Rodowsky are Senior, Specially Assigned Judges sitting on the Court of Special Appeals. They seek a judicial law clerk to assist them for a twelve month period, or possibly longer, beginning on October 23, 2019.

Essential Functions:

- Providing legal support to the Judges;
- Preparing legal memoranda;
- Proofreading and revising opinions;
- Performing “cite-checks”;
- Shepardizing cases;
- Working with Senior Law Clerks, the Clerk’s Office, and other judges’ chambers in circulating, approving, and filing opinions;
- Responding to research questions on a case by case basis;
- Providing recent and up to date information to the Judges;
- Attending court proceedings, as requested by the Judges;
- Preparing draft opinions on selected cases; and
- Performing other duties as assigned.

Education: Juris Doctorate degree from an ABA-accredited law school.

Preferred:

- Member of the Maryland Bar in good standing;
- Prior appellate court experience;
- Membership in a law review or other legal writing experience; and
- Demonstrated interest in criminal law and procedure.

Skills/Abilities:

- Knowledge of laws, rules, court procedures and the progression of case from original charge through trial, sentencing, modification, and violation of probation stages;
- Ability to use legal research tools (Lexis/Westlaw/library) to conduct in-depth research on legal issues;
- Ability to format citations using standard citation references (Bluebook);
- Knowledge of general office work such as filing and recording information;

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- Excellent legal writing, research, and oral communication skills;
- Knowledge of computer hardware and software;
- Meticulous attention to detail;
- Excellent organizational and time management skills;
- Ability to read and understand legal material;
- Ability to compose memoranda and draft opinions; and
- Ability to perform all essential functions of this position.

To apply, please e-mail a resume and an unofficial law school transcript to Charles.Moylan@mdcourts.gov. A writing sample is optional.

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.