

**Job Description**

The Circuit Court for Harford County, Maryland has 7 2019/2010 Term positions available for Judicial Law Clerks to provide legal support to Circuit Court judges.

This is a unique opportunity to put your legal skills to work, learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment. You will work with judges and gain exposure in your own legal community. The typical term is August until July.

Responsibilities include conducting legal research, drafting memoranda/proposed orders/opinions for Circuit Court judges. Assignments may also include assisting judges with issues relating to special programs (drug court, ADR, domestic violence, etc.); working with prosecutors, bar, and support agencies to coordinate case management; reviewing and summarizing case files; responding to attorneys and self-represented litigants. Incumbents can also expect to interact heavily with the Administrative Judge, attorneys, the public, local court-related agencies and service providers on a regular basis.

Those candidates selected must be knowledgeable of Maryland law and procedure, and of the function and jurisdiction of the Circuit Court of Maryland.

Candidates must:

- anticipate graduation from law school in 2019; be computer proficient and be experienced in the use of word processing software (preferably WordPerfect or Word); be proficient in performing all types of legal research, including on-line and web-based research; have sound logic, excellent organizational, problem solving, communications and interpersonal skills, as well as the ability to compose written reports and business/legal correspondence. Law clerks must have reliable transportation and be available for intrastate travel as needed.

Compensation Details: Before Admittance to Maryland Bar \$42,373.

After Admittance to Maryland Bar \$47,373

**Desired Skills & Experience:** See position description.

**Position Type:** Full Time

**Law School Class Levels:** 3L

**Compensation:** See position description.

**Additional Documents**

- Cover Letter
- Transcript
- Writing Sample

