

Law Clerk
Immediate Opening

Closing Date: Open Until Filled

Office: Circuit Court for Charles County, The Honorable H. James West

Salary: \$47,349 Non-Bar Member

\$52,601 Bar Member

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. Delivers and triages the chamber's work prior to sending to the Judge. Attends court proceedings, as requested by the Judge. Performs other duties as assigned.

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

Preferred: Prior legal writing experience.

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. 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 resume, two writing samples (one long and one short), transcripts and three references to Ashley.Hopkins@mdcourts.gov

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