



DISTRICT COURT OF MARYLAND

District Number 6

191 E. Jefferson St.
Rockville, MD 20850
301-563-8867
1-800-735-2258 TTY

Montgomery County Law Clerk Vacancies

Number of Vacancies: 2

Opening Date: October 11, 2019

Closing Date: November 8, 2019

Start Date: September 2020

Job Title: Law Clerk

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

Location: Rockville, MD (main) and Silver Spring, MD (as needed)

Salary: Approx. \$50,019 if a member of the Maryland Bar; \$44,741 not admitted to the Maryland Bar

Financial Disclosure: No

FLSA Status: Exempt

How to Apply: The District Court of Maryland in Montgomery County is seeking two (2) judicial law clerks for the **2020 – 2021** clerkship year. Please submit the following required Law Clerk application materials by **November 8, 2019** – Materials received after close of business (4:30pm) on this date will not be considered:

- (1) Cover Letter
- (2) Resume
- (3) Writing Sample (not to exceed 8 pages, double spaced)
- (4) List of three (3) References

Send materials **electronically via email** to the attention of (applications sent via fax, regular mail, or hand delivery will not be accepted):

Judges' Chambers
Attn: Brittany McLeod
Administrative Aide to The Honorable Patricia Mitchell
District Court of Maryland
191 E. Jefferson Street
Rockville, MD 20850
(301) 563-8870
brittany.mcleod@mdcourts.gov

* Applications should be sent in PDF or WORD format **only**.

Please visit the Maryland State Law Clerk resource website for more details:

<https://www.mdcourts.gov/hr/lawclerks>

Additional Information:

The District Court of Maryland has positions available in designated districts for judicial law clerks to provide legal support to District 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 several judges in varying court locations and gain exposure in your own legal community. The normal contractual term is from September 1 through August 30.

Responsibilities include conducting legal research, drafting memoranda/proposed orders/opinions for District Court judges. Assignments may also include assisting administrative judge with issues relating to special programs (drug court, ADR, domestic violence, etc.); working with prosecutors, bar, and support agencies to coordinate case management improvements; reviewing and summarizing case files; organizing evidence; calculating damages for complex cases; responding to attorneys and self-represented litigants. Frequent intrastate travel among court locations within the geographic district is required. Incumbents can also expect to interact heavily with the Administrative Judge, District Court Judges, attorneys, the public, local court-related agencies and service providers on a regular 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.