

**Circuit Court for Baltimore City  
General Civil Magistrates' Law Clerk**

**Judicial Law Clerks:** General Civil Magistrates Susan M. Marzetta and Sara Walsh, in the Civil Division of the Circuit Court for Baltimore City, are seeking two judicial law clerks for the 2021-2022 term. One opening is available to start immediately and the other opening to start in August 2021. The applicant should be a recent graduate of an accredited law school. The General Magistrates handle approximately 40 different types of general equity and other cases, including but not limited to temporary restraining orders, mechanic's liens, interpleaders, Attorney General subpoenas, Health-General Sec. 19-344(c) petitions, trusts, mandamus actions, attachments before judgment, receiverships, sales in lieu of partition, quiet title actions, mortgage foreclosures, tax sale foreclosures, fee waivers, name changes, petitions for transfer of structured settlements payments rights, guardianships, counsel fees, minor's recovery in tort, and alternative service. Responsibilities include a review of motions, legal research, preparation of orders, drafting legal memoranda, and hearing preparation. In addition to proven academic success, one must be detail oriented and adept at handling volume under pressure.

**Qualifications:**

J.D. degree; Bar admission not required

**Compensation:**

This is a full-time permanent position with benefits. The annual salary is \$43,503.00.

**To Apply:**

Please include in your cover letter if you are available to start immediately, resume, final law school transcript, writing sample-not edited by a third party, and a list of three references by the closing date of **Friday, June 4, 2021**, to:

Ms. Jacqueline Hale,  
Human Resource Officer  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
[Jacqueline.Hale@mdcourts.go](mailto:Jacqueline.Hale@mdcourts.go)  
vFax: 410-396-1545  
[www.baltimorecity.go](http://www.baltimorecity.go)  
vTTY 396-4930  
\*\*No phone calls please\*\*

*AN EQUAL OPPORTUNITY EMPLOYER*