

Circuit Court for Baltimore City Magistrate's Law Clerk

Family Magistrate Sara L. Schwartzman, of the Circuit Court for Baltimore City, is seeking a hardworking law clerk with excellent organizational skills, writing ability, and attention to detail. *The applicant should be a recent graduate of an accredited law school with an interest in family law.* The starting date for the position is immediately and ends in August 2023.

The law clerk is responsible for:

- Preparing a high quantity of domestic case files by reviewing the pleadings, summarizing key facts and legal issues, and alerting the Magistrate to procedural problems;
- Managing all aspects of daily courtroom operations, including, but not limited to, checking in parties, fielding questions from attorneys, controlling the Court Smart recording software, swearing in witnesses, and marking and tracking exhibits;
- Handling incoming calls and correspondence and timely responding to inquiries from litigants and attorneys;
- Coordinating with court staff to schedule hearings through the assignment office, obtain child support records, and request updates on education and mediation services;
- Drafting and revising Judgments, Orders, and Magistrate's Reports and Recommendations for uncontested divorces, *pendente lite* hearings, modifications of custody, visitation and child support, and contempt matters;
- Attending monthly Family Division Staff meetings and bar association activities; and
- Supervising a judicial intern, providing constructive feedback on his or her work product, and explaining the significance of assigned tasks as they relate to family law litigation and the Magistrate's role.

The ideal candidate will be:

- Detail-oriented and organized;
- A strong legal writer;
- An effective proofreader and thoughtful partner during the revision process;
- Able to multi-task and meet deadlines;
- Confident, compassionate, and professional in the Courtroom and Chambers; and
- Experienced in family law and children's issues (e.g., law school course, clinic, internship, or other related work experience).

Qualifications:

JD Degree, third-year day student or fourth-year evening student of an accredited law school

Compensation:

This is a full-time permanent 1-year position with benefits. The annual salary is \$45,701.00.

To Apply:

This position is open until filled.

Please send a cover letter, resume, writing sample, references, most recent law school transcript, and a list of three references to:

Ms. Jacqueline Hale, Human Resource Officer
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
Jacqueline.Hale@mdcourts.gov
Fax: 410-396-1545
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TTY 396-4930

****No phone calls please****

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