

Circuit Court for Baltimore City  
Law Clerk to the General Civil Magistrates

**Judicial Law Clerk:** General Civil Magistrates Susan M. Marzetta and Sara D. Walsh, in the Civil Division of the Circuit Court for Baltimore City, are seeking **an immediate law clerk**, to work through **August 2023**. The position will be open until filled.

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, partition of property, 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 detailed 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 \$45,701.00.

**To Apply:**

Please forward a cover letter, resume, final law school transcript, writing sample not edited by a third party, 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](mailto:Jacqueline.Hale@mdcourts.gov)  
Fax: 410-396-1545  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 396-4930  
\*\*No phone calls please\*\*

*AN EQUAL OPPORTUNITY EMPLOYER*