

Circuit Court for Baltimore City

The Circuit Court for Baltimore City seeks a law clerk to assist the Magistrates of the Family Division, Juvenile Court for the 2023-2024 term.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Researches and analyzes legal issues upon request, using statutes, caselaw, and legal reasoning; researches legal trends; identifies relevant issues; and prepares memoranda of same. Research is conducted via Westlaw, Lexis/Nexis, and involves review of treatises, articles, court opinions, statutes, and other relevant materials.
- Supports Magistrates by assembling and organizing relevant statutes, caselaw, discovery, and other necessary documentation in preparation for court cases.
- Reviews contested materials and motions and summarize the same in preparation for hearings.
- Gather documentation, organize materials, and assist as needed with diversion dockets, such as Family Recovery Program.
- Prepares and submits referrals to Juvenile Court Medical Services, Alternative Dispute Resolution Program, LINKS, JCEIP, Parent Locator, and others, and follows up with recipients of those referrals to ensure timely, meaningful action results.
- Monitors exceptions and other matters arising from Magistrate recommendations and provides feedback to magistrates regarding the results of those exceptions.
- Drafts correspondence as requested.
- Maintains calendar by entering and updating requirements, court dates, and meetings. Assist with remote and hybrid proceedings as needed.
- Communicates and interacts with requests from external parties, stakeholders, attorneys, and the public as permitted and requested.
- Protects the integrity of juvenile court proceedings by keeping client information confidential.
- Updates job knowledge by participating in continuing educational opportunities, reading legal publications, and maintaining personal networks.
- Enhances the integrity of the juvenile court by accepting ownership for accomplishing new and different requests; explores opportunities to add value to job accomplishments.

KNOWLEDGE, SKILLS AND ABILITIES:

Legal research, legal writing, confidentiality, oral and written communication, organization, docket/calendar management, administration, tracking compliance, litigation concepts, writing and documentation, and scheduling.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Qualified candidates must have earned a Juris Doctorate from an accredited law school. Bar admission is not required.

COMPENSATION:

This is a one-year, full-time permanent position with benefits. The annual salary is \$46,158.

TO APPLY:

THIS POSITION WILL BE OPEN UNTIL FILLED

Please forward your cover letter, resume, unofficial school transcript, writing sample, and a list of three references to:

Ms. Jacqueline Hale

Human Resources Department

Circuit Court for Baltimore City

111 N. Calvert Street, Room 244

Baltimore, Maryland 21202

Jacqueline.hale@mdcourts.gov

www.baltimorecity.gov

TTY 396-4930

****No Phone Calls Please****

A Criminal Background Check will be conducted as a condition of employment.

AN EQUAL OPPORTUNITY EMPLOYER