

Circuit Court for Baltimore City Law Clerk

Judicial Law Clerk: Magistrate Jennifer K. Williams, in the Family Division of the Circuit Court for Baltimore City, has an opening for a judicial law clerk for the 2017-2018 term. The applicant should be a recent graduate or fourth year evening student of an accredited law school with an interest in family law. Duties include reviewing and briefing case files, drafting judgments and orders, legal research, and daily interaction with litigants and attorneys. The starting date for the position is on, or about, **August 7, 2017** and continuing until the conclusion of the 2017-2018 term.

Qualifications:

J.D. degree and or recent law school graduate

Compensation:

This is a full-time permanent position with benefits. The annual salary is \$ 39,020.00.

To Apply:

Please forward your cover letter, resume, final law school transcript, writing sample-not edited by third party and a list of three references by the closing date of **Friday, May 12, 2017** to:

Gwen Henderson, Human Resource Manager
Circuit Court for Baltimore City
Courthouse East
111 N. Calvert Street, Room 107
Baltimore, Maryland 21201
(Please, no telephone calls)
www.baltimorecity.gov

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.