

## Circuit Court for Baltimore City Law Clerk

The General Magistrates' office of the Civil Division of the Circuit Court for Baltimore City is seeking a full-time law clerk, who will serve at the pleasure of the Magistrates. The law clerk will support two Magistrates, and a managing attorney who handle approximately 40 different types of general equity and other cases; provide assistance to two contract attorneys, who handle mortgage and tax sale foreclosures and ejectment actions; one paralegal and a court secretary. Additional responsibilities include legal research; preparing orders and legal memoranda; investigation; preparation for hearings. Must be detailed oriented and adept at handling volume under pressure. Begin as soon as possible.

### **Qualifications:**

J.D. degree and or recent Law school graduate.

### **Compensation:**

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

### **To Apply:**

Please forward your cover letter, resume, final law school transcript, writing sample-not edited by third party, and list of references before the closing date of Friday, February 17, 2017 to John Umholtz at [john.umholtz@mdcourts.gov](mailto:john.umholtz@mdcourts.gov) or to:

Mr. John Umholtz, Managing Attorney  
Circuit Court for Baltimore City  
General Magistrates' Civil Equity Office  
111 N. Calvert Street, Room 232  
Baltimore, Maryland 21201  
John.Umholtz@mdcourts.gov  
[www.baltimorecity.gov](http://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.**