

Circuit Court for Baltimore City
Judicial Law Clerk
(2023-2024 Term)

Magistrate Jennifer K. Williams, in the Family Division of the Circuit Court for Baltimore City, is seeking a judicial law clerk for the 2023-2024 term. The applicant should be a recent graduate of an accredited law school or a third-year day/fourth-year evening law student, with an interest in family law.

Duties include:

- Reviewing and briefing a high volume of domestic files for hearings before the family magistrate.
- Drafting Orders and Magistrate's Reports and Recommendations in Title IV-D proceedings, including paternity and support establishment, contempt, modification, and UIFSA matters.
- Managing all aspects of daily courtroom operations, such as operating the CourtSmart system, checking-in parties, swearing-in witnesses, and marking exhibits.
- Completing legal research and writing assignments as requested.
- Fielding telephone inquiries and providing timely responses to litigants, attorneys, and partner agencies.

Qualifications:

J.D. degree, third-year day student or fourth-year evening student at an accredited law school.

Compensation:

This is a one-year, full-time permanent position with benefits. The annual salary is \$46,158.00.

The posted position is a one-year term clerkship, beginning in August 2023 (start date is flexible).

To apply, please forward your cover letter, resume, unofficial law school transcript, writing sample and 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****

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