

**Law Clerk
2027-2028 Term**

Law Clerk opening for a one-year term, renewable for second year.

Closing Date: Open Until Filled

Office: Worcester County Circuit Court, located in Snow Hill on Maryland's Eastern Shore, a short distance from Berlin and Ocean City. The Honorable Beau H. Oglesby and The Honorable Brian D. Shockley

Salary: \$64,705 Non-Bar Member
 \$71,885 Bar Member

FLSA Status: Exempt

Position Type: Regular/Temporary, Full Time, At-Will

Financial Disclosure: No

Benefits: The Maryland Judiciary offers a generous benefits package including medical, dental, vision, life insurance, flexible spending accounts, paid time off, paid holidays, supplemental retirement plans, and employee assistance programs.

Essential Functions: The law clerk works with another law clerk to provide legal support for two judges. The law clerk drafts and revises opinions, attends and assists the Judges in preparing for hearings, responds to research questions on a case-by-case basis and provides recent and up-to-date information to the Judges, delivers and triages the chamber's work prior to sending to the Judges, attends court proceedings, as requested by the Judges, and performs other duties as assigned.

Education: Currently enrolled in an ABA-accredited law school or has already obtained a Juris Doctorate degree from an ABA-accredited law school.

Preferred: Member of the Maryland Bar in good standing. Prior legal writing experience.

Skills/Abilities: Excellent legal writing and research skills. Knowledge of laws, rules, court procedures and the progression of case from original charge through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work such as filing and recording information. Knowledge of computer hardware and software. Excellent organizational and time management skills. Ability to read and understand law-related materials. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To apply, please send cover letter, resume, writing sample, transcript (official or unofficial) and references to Billie Dee Wells at Billiedee.wells@mdcourts.gov.

The Maryland Judiciary is an equal opportunity employer committed to fostering a workplace culture of diversity, equity, inclusion, and belonging. We do not discriminate on the basis of race, color, religion, age, sex, pregnancy, marital status, national origin, military or veteran status, physical or mental

disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need ADA Accommodation during the application and/or interview process should send their [request](#) via email to ADA@mdcourts.gov or call 410-260-1732. The Maryland Judiciary is a drug-free workplace. Applicants must be United States citizens or eligible to work in the United States.

Please find the Maryland Judiciary's equal employment opportunity policy here: [Policy Prohibiting Discrimination, Harassment, and Retaliation](#).