

Law Clerk 2025-2026

Term

Closing Date: Open Until Filled

Office: Circuit Court for Baltimore City, The Honorable Troy K. Hill

Salary: \$59,379 Non-Bar Member

\$65,966 Bar Member

FLSA Status: Exempt

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

Disclosure: No

Essential Functions: The Law Clerk provides legal support to the Judge. Prepares memorandums and opinions, researches legal issues, prepares cases for Docket, reviews case files and motions as they are sent to Chambers, performs a variety of duties related to the court's case management, and attends Court daily. Performs other duties as assigned.

Education: Has obtained a Juris Doctorate degree from an ABA-accredited law school.

Preferred: Journal experience preferred.

Skills/Abilities: Excellent legal writing and research skills. Knowledge of laws, rules, court procedures, and the progression of cases 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 compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

The applications may be emailed to me directly at tracy.tilghman@mdcourts.gov or may be mailed via USPS to the same address where the judicial clerkship will take place:

The Honorable Troy Hill
Circuit Court for Baltimore City
111 N. Calvert Street, Room 462M
Baltimore, MD 21202.

We request that the applicants send the following materials: Cover letter, resume, official transcript, writing sample, list of references.

The Maryland Judiciary is a drug-free workplace and an equal-opportunity employer committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, 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. Applicants must be United States citizens or eligible to work in the United States.



LAW CLERK INFORMATION

Listed below is general information for law clerks as Regular State of Maryland Judiciary employees.

- 1) Clerkship: A law clerk will be hired to serve at the pleasure of the judge.
- 2) In order to place a law clerk on the Judiciary payroll, please submit the Law Clerk Action Form, Judiciary Employment Application, Authorization to Obtain Pre-Employment Background Information, and Bar Admission documentation (if applicable) to the JHRD. We request these forms as far in advance of your start date as possible. **We cannot place an employee on the Judiciary payroll without the required paperwork. It is the responsibility of the law clerk or the judge's chambers to notify the JHRD immediately when the law clerk leaves employment.**
- 3) Law clerk annual salaries effective **April 5, 2023**:

Appellate Law Clerks

1st Year Clerkship \$68,499
2nd Year Clerkship \$71,159

Circuit Court and District Court Law Clerks

Non-Bar Member \$59,379
Bar Member in any State \$65,966

Effective December 20, 2017, Circuit and District Court law clerk salaries may be raised to the higher level after a law clerk has been sworn in as members of any state or the federal bar. Law clerks who are already members of any state or federal bar will be eligible as of 12/20/2017 for the increase. Your salary increase is effective the first day of the pay period after submitting a copy of your Bar certificate.

- 4) **Prior to, or during an Onboarding session conducted by the Judiciary Human Resources Division, law clerks will need a successful background check and complete required paperwork.**
- 5) Benefits available to law clerks:
 - a) State health insurance benefits will become effective the first of the month following the law clerk's date of hire. You have **60 days** from your start date to enroll in benefits.
 - b) Eligible to participate in supplemental retirement plans (401(k) and/or 457 Deferred)
 - c) Leave:
 - (1) Within a 12-month period, commencing on their start date, law clerks are eligible for eighty (80) hours of paid leave.
 - (2) The law clerk may schedule up to eighty (80) hours of paid leave during their year of employment. Time off can be **used for any reason to include, but not limited to, a vacation, an illness of the law clerk, or for personal reasons.** All paid leave must be used prior to going into a leave-without-pay status. Absences must be requested and approved through Connect.
 - (3) If a law clerk leaves employment before the end of his or her one-year term, the law clerk will be paid for 6.67 hours of leave for each month of service less any leave already taken.
 - (4) Any unused leave certified by the judge remaining at the end of the one-year term will be paid out at the end of their employment.
 - (5) If it is known in advance that a law clerk is being hired for less than a one-year term, the law clerk is eligible for **6.67 hours of leave for each anticipated month of service.**
 - (6) If a law clerk extends employment past the initial 12-month term, the law clerk is eligible for 6.67 hours of paid leave for each month of service less any leave already taken. Any unused leave remaining at the end of the extended term will be paid out at the end of their employment.
 - d) The law clerk is also eligible for all regular State employee holidays **if the judge's workload permits.**
- 6) The employment conditions for law clerks are:
 - a) They are not initially eligible to enroll in the State pension system, as they are considered, for Maryland State Retirement and Pension System (MSRPS) purposes, "temporary" employees. **If a law clerk becomes a regular full-time employee, they will then be required to enroll and contribute to the MSRPS.**
 - b) **Law clerks do not accumulate or earn sick, personal, or compensatory leave.**
 - c) State holidays are paid, non-workdays, "if the judge's workload so permits."
 - d) **No outside** employment, public or private, during the appointment term, except that, with the permission of the judge, the law clerk may engage in such outside activities, with compensation, that are allowed for judges under the Maryland Code of Judicial Conduct (see Maryland Rule 18-103.12)
 - e) Law clerks considering participation in political activity must contact the Maryland State Ethics Commission for guidelines.
 - f) All other employment conditions not specified are at the discretion of the judge.