

Montgomery County is currently accepting applications for the position of Judicial Law Clerk. Those interested in the position and possess the requisite knowledge, skills, and abilities for the position described herein should visit the [Montgomery County website](#) and submit an application through the [Current Job Openings](#). If you have any questions, please contact [Laurie A. Sacerdote](#), Deputy Court Administrator – Fiscal/Court Services.

OVERALL OBJECTIVE OF THE JOB:

The law clerk will aid and expedite research on legal issues presented to the Judge, prepare initial drafts of opinions, check and brief citation of authority submitted by counsel, and perform such other duties as are assigned by the supervising judge to aid in the orderly and timely disposition of court-related matters.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Prepare legal memorandums, opinions, and orders for the Judge's review.
2. Perform legal research.
3. Read and analyze parties' briefs and other documents submitted to the Court.
4. Prepare files for court proceedings.
5. Prepare jury charges in civil and criminal cases ensuring directions are relevant to the case.
6. Supervises summer interns, assists with completing assignments if necessary.

OTHER DUTIES OF THE JOB:

1. Performs related work as required.
2. Attends meetings, trainings and seminars as required.

SUPERVISION RECEIVED:

Receives instruction from the supervising Judge and/or their designee.

SUPERVISION GIVEN:

While this is a non-supervisory position, this position may give occasional instruction to other staff as needed (i.e. for training purposes).

WORKING CONDITIONS:

1. Works indoors in adequate workspace temperatures, ventilation and lighting.
2. Works with average indoor exposures to noise and stress, but subject to frequent disruptions and stress.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit or stand for long periods throughout the workday, with intermittent periods of movement necessary to carry out job duties.
3. Must be able to lift and/or move objects weighing up to 25 pounds.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. J.D. (law degree) from an ABA accredited law school.
2. Familiarity with state, civil, criminal and appellate rules of procedure, statutes, etc.;
3. Ability to maintain continuing legal education requirements.
4. Ability to respond and produce work product in an expedient and efficient manner.
5. Ability to conduct legal research.
6. Ability to utilize computer software/hardware and other office equipment necessary to carry out essential work functions.
7. Ability to communicate effectively orally and in writing.
8. Ability to establish and maintain effective working relationships.
9. Must possess initiative and problem solving skills.
10. Must possess ability to function independently and exercise good judgment.