

STATE OF MAINE  
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE DISTRICT COURT

The State of Maine Judicial Branch is accepting applications for legal clerkship positions with the Maine District Court for the 2020-2021 term, which runs from August 17, 2020, through August 13, 2021. Five positions are expected to be available. Law clerks are based in Portland, Lewiston, Bangor, Augusta, Rockland, and Springvale, but may have to travel to other courts from time to time.

The thirty-nine judges of the District Court have statewide jurisdiction to adjudicate criminal, civil, and family matters. Eight family law magistrates assist in the processing of family matter proceedings involving children. The District Court Law Clerks receive assignments from all District Court judges and magistrates.

Duties include, but are not limited to, assisting judges and magistrates with legal research regarding the various areas of the court's jurisdiction, preparing memoranda and draft opinions, and monitoring trials and other proceedings in the District Court. The Chief Judge also assigns the District Court Law Clerks to assist in administrative projects.

Qualified candidates have a degree in law or expect to obtain a degree in law by July of 2020. Selection criteria include excellent analytical skills, excellent communication skills, class standing, Law Review, Moot Court, other significant research or writing experience, faculty and/or employer recommendations, and strong work ethic. Term Law Clerks are not required to have taken the Maine bar examination. Travel is required. Law Clerks may not engage in other employment.

Salary: \$53,435.20 plus fringe benefits.

How to Apply: The application consists of the following documents:

- **Cover letter**: Applicants must identify in their cover letter which locations—Portland, Lewiston, Bangor, Augusta, Rockland, and Springvale—they are willing to accept a clerkship assignment.
- **Résumé**
- **School-issued law school transcript** (official or unofficial, but not self-prepared)
- **Writing sample**: (double spaced, ten-page maximum, unedited by others)
- **Two letters of recommendation**: The letters of recommendation do not need to be addressed to a judge, and may be emailed separately from the other application materials.

The above materials **must** be submitted in .pdf format to Karen Morin, Judicial Administrative Assistant, at the following email address: Karen.G.Morin@courts.maine.gov. Applications **must** be received by August 9, 2019, at 4 p.m.

Preliminarily successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

Interviews will be held in Augusta, Maine, in September 2019. Applicants selected for an interview may be required to submit an additional writing sample responding to a prompt supplied by the Chief Judge of the District Court.

Applicants are also encouraged to complete the **Applicant Information Survey** that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and return it to the following email address: [HR.Team@courts.maine.gov](mailto:HR.Team@courts.maine.gov).

Inquiries may be directed to Karen Morin at [Karen.G.Morin@courts.maine.gov](mailto:Karen.G.Morin@courts.maine.gov) or 207-213-2971.

*The State of Maine Judicial Branch is an equal opportunity employer.*