EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPREME JUDICIAL COURT


Law Clerks in Maine work for the entire Court but are assigned to work in the chambers of the individual justice appointing them. Justices currently have chambers in three locations: Portland (four justices), Augusta (one justice), and Bangor (two justices). Applicants must identify in their cover letter the location or locations (Portland, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment.

Duties include, but are not limited to, preparation of bench memoranda and assistance in research and opinion drafting in a wide variety of civil, family, and criminal cases. One-term Law Clerks are not required to have taken the Maine bar examination. The work is full-time, and longer as necessary to complete the work. Law Clerks may not engage in other employment.

Qualified candidates include those expecting to obtain a degree in law in 2013 and recent law school graduates. Selection criteria will include class standing, Law Review, Moot Court, other significant research or writing experience, faculty and employment recommendations, and strong work ethic.

Salary: $42,588.00 plus fringe benefits.

Application Deadline: Applications must be received by August 31, 2012, at 4 P.M.

How to Apply: The application packet consists of a cover letter, résumé, law school transcript, writing sample, two letters of recommendation from law school faculty, and one letter of recommendation from summer 2012 work experience or most recent work experience. The letters of recommendation may be sent separately and do not need to be addressed to each justice. You will also need to complete and return with your application the Applicant Information Survey which is included with this posting. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

The application packet may be mailed or hand delivered to:
Attn: Law Clerk Recruitment – Maine Supreme Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland ME 04112-4820

Contact Christie Clifford with any questions—207-822-4227—Christie.l.clifford@courts.maine.gov.

Interviews will be held in Portland, Maine, in mid-September 2012 and conducted en banc. If necessary, a videoconference interview will be considered.

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