The State of Maine Judicial Branch is accepting applications for 2013-2014 Law Clerkships for the Maine District Court. The 2013-2014 Law Clerk year is from August 19, 2013 through August 15, 2014. Two positions are expected to be available. Law clerks are based in Portland, Lewiston, and/or Bangor. 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.

The District Court has jurisdiction to adjudicate criminal, civil and family matters without a jury.

The thirty-six judges of the District Court have statewide jurisdiction. 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 the judges and magistrates with legal research regarding the various areas of the court’s jurisdiction. Law clerks prepare memoranda and draft opinions and monitor trials and other proceedings in the District Court. The Chief Judge also assigns the District Court law clerks to assist in administrative projects and to review legislation.

Qualified candidates shall include those expecting to obtain a degree in law in 2013 and recent law school graduates. Selection criteria will include excellent analytical skills, excellent communication skills, class standing, Law Review, Moot Court, other significant research or writing experience, faculty and employer recommendations, and strong work ethic. Term Law Clerks are not required to have taken the Maine bar examination. Travel is required.

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 an original and three collated copies of: cover letter, résumé, law school transcript, two writing samples (double spaced, ten-page maximum for each sample), and two letters of recommendation. You will also need to complete and return with your application the Applicant Information Survey which is included with this posting.

The application packet may be mailed or hand delivered to:

Attn: Law Clerk Recruitment – Maine District Court
Administrative Office of the Courts
125 Presumpscot Street
P.O. Box 4820
Portland ME 04112-4820

Contact Janet Stocco, Lead Law Clerk, with any questions—207-287-6950—janet.stocco@courts.maine.gov

Interviews will be held in Augusta, Maine, in late September 2012. If necessary, a videoconference interview will be considered.

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