



State of Maine Office of Attorney General

HEALTH and HUMAN SERVICES DIVISION

Opening Date: August 30, 2022

Closing Date: UNTIL FILLED

Job Class Code: 0186

Grade: 1 Position #006000535

Salary: Salary competitive and based upon qualifications*

+Pursuant to 5 MRS § 196, salary for this position has been set by OAG

Job Description:

The Office of the Attorney General has an opening for an Assistant Attorney General within the Health and Human Services Division. Based in Augusta, the position provides comprehensive legal services to Maine's Department of Health and Human Services, in particular the Office of Aging and Disability Services and the Office of MaineCare Services. Although they will vary with the needs of the Division, assigned duties typically include providing day-to-day general counsel services to DHHS, advising on all aspects of administrative law and practice, including review of DHHS rules, contract review and drafting, and handling affirmative, defensive, and appellate litigation in state and federal courts. FMI on the OAG, see <https://www.maine.gov/ag/>

Minimum Qualifications:

Not an entry level position. Applicants must be members of the Maine Bar in good standing, or reasonably anticipate timely admission to the Maine bar. The successful candidate will demonstrate strong legal advocacy, research and writing skills, the ability to function effectively as part of a cohesive team, and an interest in health care law and complex state and federal litigation. Experience with administrative law, civil and appellate litigation, and/or health care law is preferred. High ethical standards, sound judgment, strong communication and interpersonal skills, and good organizational and time management skills are essential.

Application Instructions:

Prepare a cover letter highlighting your experience and qualifications that make you a strong candidate for the position and the knowledge, skills, and abilities required. Include resume, writing sample, three references (to include one work-related reference), a copy of your Maine Board of Overseers of the Bar certification and complete online application: <https://mainebhr.hire.trakstar.com/jobs/fk02lh6/>

The Department is not responsible for late receipt of applications due to mail service, faxing malfunctions or electronic transmission malfunctions. Job offer to new hire is conditional upon verification of credentials, criminal records, and driver's license check, and professional license requirements if applicable. **Please direct all questions to Division Chief Jane Gregory via email: Jane.Gregory@maine.gov, or call 207-626-8800.**

Benefits:

We offer a valuable total compensation package, including:

- Work-Life Balance. 13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave. Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.
- Health Insurance Coverage: The State pays 85%-100% of employee-only premiums (\$9,893.52-\$11,057.52 annual value), depending on salary.
- Health Insurance Premium Credit: Participation decreases employee-only premiums by 5%. Visit the Office of Employee Health and Wellness for more information about program requirements: <https://www.maine.gov/bhr/oeh/benefits/health-premium-credit>
- Dental Insurance: The State pays 100% of employee-only dental premiums (\$350.40 annual value).
- Retirement Plan: The State contributes 14.11% of pay to the Maine Public Employees Retirement System (MainePERS), on behalf of employee.
- Gym Membership Reimbursement: Receive up to \$40 per month.
- Health and Dependent Care Flexible Spending Accounts: Pre-tax money to help pay for out-of-pocket health care expenses and/or daycare expenses.
- Public Service Student Loan Forgiveness: The State is a qualified employer for this federal program. Living Resources Program: Our employee assistance program.
- Parental leave: All employees who are welcoming a child — including fathers and adoptive parents — receive four weeks of fully paid parental leave. Additional, unpaid leave may also be available, under the Family and Medical Leave Act.
- Voluntary Deferred Compensation: Save additional pre-tax funds for retirement in a MaineSaves 457(b) account through payroll deductions.
- Learn about additional wellness benefits for State employees from the Office of Employee Health and Wellness: <https://www.maine.gov/bhr/oeh/>

Maine State Government and the Office of the Attorney General is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request.