Assistant Attorney General
Child Protection Division – Portland Office

Opening Date: June 21, 2023
Closing Date: Until Filled
Job Class Code: 0186
Grade: 1
Position # 006006021
Salary: Salary competitive and based upon qualifications*

*Pursuant to 5 MRS § 196 the salary for this position has been set by the Office of the Attorney General

Job Description
The Office of the Attorney General is seeking one highly motivated lawyer to fill a full-time vacancy for an Assistant Attorney General. Located in the Portland Office, the primary assignment for the AAG will be litigating DHHS child protection cases in the District Courts located in the western area of the state, as well as all other locations as needed. This position will perform other legal work in the child welfare field, present regular trainings for DHHS child welfare staff, and a variety of other duties as assigned by the Division Chief.

Candidates must have well-developed skills in litigation, motion practice, negotiation, professional communication, time optimization, case management, calendar management, and the ability to engage effectively with an array of stationary and mobile law office technology for research, communication, documentation, and task management.

The position will require a high-volume caseload of expedited and intensive litigation, requiring multiple court appearances each week. Multi-day trials are common. The cases often develop from urgent circumstances, are presented to a judge within hours, and hearings are held within days.

Applicants who enjoy litigation and have superb legal writing skills are encouraged to apply, as this position may provide opportunities for sophisticated brief writing to those who are qualified and interested in developing as appellate writers.


Minimum Qualifications
Applicants must be members of the Maine Bar in good standing, who are well-developed litigators, willing to travel regularly, and conduct their work in a manner that is thorough, resourceful, and effective as a team member. Skills must be highly developed in litigation, client communication, negotiation, time optimization, file management, schedule organization, and use of law office technology. Applicants must adhere the highest standards of legal ethics and civility.

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 the online direct hire application, https://mainebhr.hire.trakstar.com/jobs/fk0xrq7/. The Department is not responsible for late receipt of applications due to electronic transmission malfunctions.

Job offer to new hire is conditional upon verification of credentials, criminal records, driver’s license check, and professional license requirements if applicable. Please direct all questions to Assistant Attorney General, Division Chief Ariel Gannon at Ariel.Gannon@maine.gov, or call 207-626-8800.
Benefits
We believe in supporting our workforce's health and wellbeing with a valuable total compensation package, including:

- **Work-Life Balance** – The State offers **13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave** annually. 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. Use this chart to find the premium costs (https://www.maine.gov/bhr/oeh/benefits/som-health-plan/premium-rates), including percentage of dependent coverage paid by the State.
- **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 **13.16%** of pay to the Maine Public Employees Retirement System (MainePERS), on behalf of employee.
- **Gym Membership Reimbursement** – Receive up to $40 per month to offset this expense.
- **Health and Dependent Care Flexible Spending Accounts** – Set aside money pre-tax 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. For more information, visit the Federal Student Aid office: https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service
- **Living Resources Program** – Navigate challenging work and life situations with 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 at the Office of Employee Health and Wellness: https://www.maine.gov/bhr/oeh/

*Maine State Government and the Office of the Attorney General are Equal Opportunity employers. 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.*