

STATE OF MAINE JUDICIAL BRANCH
ELECTRONIC FILING SERVICE SUPPORT MANAGER
Location: either Augusta, Bangor or Portland

The Maine Judicial Branch welcomes motivated team members to join us. We have 31 courts across the state and process over 130,000 cases each year.

Summary: This is a highly responsible professional position that assists the Office of Court Operations with the successful implementation of the Judicial Branch's electronic filing and case management system (Maine eCourts). The EFS Manager (EFSM), under the supervision of the Director of Court Operations, will be responsible for management of the submission review process in the electronic filing system and supervision of some Court Operations staff. The EFSM participates in the design of the user support system for the Electronic Filing System and oversees the support process at all levels, both external and internal to the JB. The EFSM will also assist in integrating the governing statutes, Administrative Orders, and rules into the electronic court systems, including access to electronic court records and use of the Electronic Filing System.

The EFSM is required to have a thorough and legally sound understanding of the framework in Statutes, Court Rules, and Administrative Orders related to the EFS and records access systems, including the elements that govern the security of nonpublic records. This position will work closely with the Supreme Judicial Court, Judges, Justices, and attorneys throughout the State and requires the ability to effectively communicate with lawyers, unrepresented people, and other users of the Maine state courts in which the electronic systems have been implemented.

EXTENSIVE STATEWIDE TRAVEL IS REQUIRED (including overnight stays).

Salary Range:

Confidential Management Grade 20, \$87,547.20 to \$112,444.80 Annually.

We're Looking For:

- Juris Doctor or equivalent degree from an American Bar Association accredited Law School.
- Two (2) years of experience in civil or criminal litigation.
- Active Maine Bar membership, or ability to become a member within 10 months of accepting the position.
- Experience with or ability to learn how to access and search within current case management system and other databases within the Judicial Branch required.
- Experience with Microsoft Excel and Word required.
- Excellent written communication skills required, experience developing procedures and/or manuals in a legal or court setting preferred.
- Considerable knowledge of Maine trial courts and experience with multiple case types preferred.
- Considerable knowledge of case processing in trial courts preferred.

- Fluency with computerized work processing, spreadsheets, and database programs is strongly preferred, and will be required within a short period of time after initial employment.
- Strong writing, communication, and interpersonal skills, including demonstrated ability to communicate effectively, both orally and in writing.
- Proven capacity to work with evolving or innovative technology, especially website operations and functionalities.

How to Apply: Cover letter, resume, and online application must be submitted online at <https://www.courts.maine.gov/about/jobs.html>.

In addition to competitive pay, we provide:

- Work-life balance: 13 paid holidays, 2+ weeks of vacation leave, and 12 paid sick days every year.
- Paid Parental Leave: 4 weeks
- Gym membership and childcare reimbursement programs
- Public Service Student Loan Forgiveness Program
- Health insurance coverage (85%-100% employer-paid for employee-only plan)
- Health insurance premium credit (5% decrease in employee premiums)
- Dental insurance (100% employer-paid for employee-only plan)
- Health and dependent care flexible spending accounts
- Defined Benefit Pension plan contributions
- Voluntary deferred compensation (retirement savings 457 Plan)
- Up to \$1000 Tuition Reimbursement each year
- Employer-paid life insurance (1x annual salary)
- Additional wellness benefits

The Judicial Branch is an EEO/AA employer.