

STATE OF MAINE
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

LEAD LAW CLERK – MAINE SUPREME JUDICIAL COURT

The State of Maine Judicial Branch is accepting applications for up to two lead law clerkship positions with the Maine Supreme Judicial Court for chambers locations in Bangor or Portland. This is the State's highest court and its court of final appeal. It decides appeals on questions of law that arise in a wide variety of civil and criminal cases. The Court also has original jurisdiction in some matters and is the procedural rulemaking authority for all State courts.

Lead Law Clerk duties include, but are not limited to, the preparation of bench memoranda, legal research, assistance with opinion drafting, providing training and mentorship for term law clerks, and assisting with matters of Court administration, process, and rulemaking. See full job description below. Lead Law Clerks work for the entire Court but are assigned to a single Justice's chambers. These are full-time positions, and Lead Law Clerks often must work extensive hours.

Candidates must have a degree in law. Selection criteria include previous clerkship experience, other research and writing experience and abilities, academic performance and class standing, journal experience, faculty or employer references, interpersonal skills, teaching or mentoring experience, and work ethic. Lead Law Clerks are not required to have taken the Maine bar examination, but must have the ability to obtain admission to the Maine Bar within six months of hire.

Salary: \$75,816–\$99,736, depending upon experience, plus fringe benefits.

How to Apply: The application consists of the following documents:

- **Cover letter:** Positions are available in Bangor or Portland. Applicants must identify in their cover letters in which of these locations they are willing to accept an assignment. A single cover letter may be directed to the Court.
- **Résumé**
- **School-issued law school transcript** (official or unofficial, but not self-prepared)
- **Writing sample:** The sample should be no longer than 10 pages double-spaced. Although it may have been edited lightly upon review by others, the sample must represent the applicant's own work.
- **Two references** knowledgeable about the applicant's qualifications for the Lead Law Clerk position. The references may be familiar with the candidate from academic or professional experience.

The Court will accept materials in .pdf format by email to Nicole Sacre, Executive Judicial Assistant, at the following email address: SupremeJudicialCourt.clerkship@courts.maine.gov. Applications must be received by August 14, 2026, at 4 p.m.

Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

En banc interviews will be conducted in early September 2026.

Applicants are also encouraged to complete the **Applicant Information Survey** found at <https://www.courts.maine.gov/about/clerkships.html> and return it to: HR.Help@courts.maine.gov. Inquiries may be directed to Nicole Sacre at SupremeJudicialCourt.clerkship@courts.maine.gov.

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

General Summary:

This is highly responsible work of a sensitive and confidential nature in the Office of the Chief Justice of the Supreme Judicial Court. The Lead Law Clerk performs traditional law clerk work, trains and otherwise supports term law clerks, supports the organization and maintenance of internal Court processes, and assists the Court with its administrative work.

Work is performed under the direct supervision of the Chief Justice of the Supreme Judicial Court, other Justices of the Supreme Judicial Court, and the Supervisory Law Clerk to the Chief Justice.

Job Functions, Duties, and Responsibilities:

The list below is intended to describe the general nature and level of work being performed by employees in this role. An employee in this role may not be assigned all of the duties listed, and the listed examples do not include all of the duties that may be assigned. In addition, it is expected that the responsibilities of this position will change over time to reflect the changing needs of the Supreme Judicial Court, the Chief Justice, and the Judicial Branch.

- Perform traditional law clerk work, including extensive legal research and writing, preparing bench memoranda, drafting opinions and orders in a wide variety of civil and criminal cases, analyzing and making recommendations on petitions for discretionary review and motions, and assisting with matters assigned to a single Justice.
- Assist in new law clerk orientation and the coordination of training of incoming law clerks.
- Provide training, mentorship, and other support to term law clerks throughout the term.
- Develop, maintain, and update internal process systems and documents.
- Assist the Court in the law clerk recruitment, interviewing, and selection process.
- Assist the Court in administrative and policy matters, including research, committee work, public contacts and inquiries, government relations, public speaking, statistics, and court administration.
- Serve as a liaison to or contact for internal and external constituencies.
- Review and analyze proposed, pending, and newly enacted legislation.
- Research and draft changes to Court Rules, Administrative Orders, and procedures.
- Develop and maintain systems for tracking and retrieving historical information about Rules, Administrative Orders, Committee Charters, and procedures.
- Update library materials.
- Work with the Clerk of Court to design, develop, and implement efficient case processing procedures.
- Supervise and mentor interns.
- Perform other services in support of the court process and judicial officers.
- Perform other functions as assigned by the Chief Justice or designee.

Minimum Education/Skills/Experience/Training Required:

- Graduation from an accredited law school.
- Significant legal experience, including as a law clerk or as a practicing attorney.
- Admission to the Maine Bar or the ability to obtain admission within six months of hire. Registration with Board of Overseers of the Bar may be as a law clerk or as an active licensed attorney.

Skills/Experience/Training Required:

- Knowledge and understanding of the mission of the Maine Judicial Branch.
- Knowledge of the organization, functions, and responsibilities of the courts.
- Knowledge of legal authorities, legal documents, laws, court rules, and procedures.
- Ability to interact effectively with judicial officers, Judicial Branch personnel, co-workers, the general public, and others in a variety of situations and circumstances.
- Ability to analyze and compile complex information within limited time frames.
- Ability to plan, prioritize, and complete varied and competing work assignments.
- Strong legal research and writing skills, organizational and administrative skills, and oral and written communication skills.
- Proficiency with computer-assisted research and word processing.
- Ability to work independently and maintain strong work ethic with minimal direct day-to-day supervision.
- Ability to be trusted with confidential and other sensitive information and to adhere to ethical obligations.

Physical and Mental Demands (including but not limited to):*

Physical and mental ability to perform tasks in an office or court room environment requiring frequent and/or sustained periods of standing, sitting, walking; bending; reaching above or below desk level. May require ability to lift or move up to 20 pounds. Hearing ability sufficient to communicate efficiently and effectively with public and court staff. Vision, dexterity, coordination and cognitive ability sufficient to use telephone, keyboard, computer and other office systems and

equipment efficiently. Cognitive, intellectual and mental ability to concentrate on details and/or perform more than one complex task at a time and to handle diverse pressures related to requests and needs of those using court system services. Cognitive and mental ability to work and communicate effectively with co-workers and all levels of court personnel.

** External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions either unaided or with assistance of a reasonable accommodation, to be determined based on individual assessment.*