



Paralegal

Lincoln County

District Attorney's Office

Lincoln County is seeking qualified candidates for the position of **Paralegal**.

This **full-time** position is responsible for preparing documents, reviewing, and prioritizing cases for the District Attorney's Office, compiling case information, and assisting with the preparations for trial in District or Superior Court.

The position works M-F 8am-4:30pm but may require additional hours as the court schedule demands.

Minimum Qualifications:

- At least 2-3 years of experience working in a legal office or law enforcement agency required; experience as a paralegal highly preferred.
- Ability to follow complicated procedures with good judgment.
- Proficient at using Microsoft Office products and other specialized software in a Windows environment.
- Excellent oral and written communication skills and the ability to follow oral and written instructions.
- Organizational and prioritization skills.
- Must be able to pass a post-offer criminal background and motor vehicle record(s) check
- Must be able to work under stressful conditions and meet deadlines; and must be able to interact with victims in difficult and stressful situations.

Applications are available at www.LincolnCountyMaine.me

Questions? (207) 882-6311

Please forward all applications to:

Lincoln County Administration
P.O. Box 249

Wiscasset, ME 04578

Fax (207) 882-4320

Email to careers@lincounty.me

Please submit **resume and application** no later than **2pm, Oct. 16, 2025**

Lincoln County is an Equal Opportunity Employer