

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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Indianapolis, IN 46204
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

DEPUTY ATTORNEY GENERAL **Advisory Division**

Entry Level Salary: \$76,596.90
Increased salary commensurate with experience

Summary:

The Advisory Section contributes to the functions and responsibilities of the Office of the Indiana Attorney General by providing legal counsel and guidance to state government clients as well as quasi-governmental bodies. Due to the diverse nature of the projects undertaken by the Advisory Section, attorneys with backgrounds in every aspect of state government practice are encouraged to apply.

Essential Duties and Responsibilities:

- Research and draft formal opinions as well as legal memoranda to state government clients, statewide elected officials, county prosecutors and quasi-governmental bodies. May be asked to take lead research on larger, complex or priority issues and work closely with upper management on such matters. Will function as a resource and mentor for other DAGs.
- Provides the highest level of assistance and guidance to assigned state boards, commissions, and agencies in researching legal matters, conducting adjudicatory hearings, and conducting meetings in conformance with the Open Door Law. May work with as a resource and mentor to other DAGs.
- Review and approve state contracts, grants, leases, and memoranda of understanding for form and legality as well as assisting clients in drafting such documents. May have highest DAG level of approval authority and work in dependently in review. Will function to train and guide new and lessor experienced Advisory DAGs.
- May be requested to serve on special projects, strategic issues, or task forces on behalf of the Advisory Division.
- Review and approve large administrative rule projects for form and legality as well as assisting clients in drafting such rules. May be assigned large and complex reviews and function to train, guide and mentor less experienced Advisory DAGs.
- Review and prepare responses to public records requests submitted to the Office of the Attorney General pursuant to the Access to Public Records Act. May be assigned more complex or large requests. Will be expected to train and guide lesser experienced DAGs.

Qualifications:

- Must be licensed to practice law in the State of Indiana and possess a minimum of 3 years of experience actively practicing law. If previous legal experience includes subject matter expertise in areas of specific strategic needs, lesser experience may be considered.
- Must have strong research and writing skills, be capable of consistently meeting deadlines, and be able to analyze complex questions of law.
- Must be able to independently and competently manage client relationships and communications and to effectively communicate with supervisors and colleagues.
- Knowledge of, and experience with, the Access to Public Records Act and/or the Administrative Orders and Procedures Act is helpful, but not required.

Benefits:

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) and vision/dental coverages.
- Wellness program (offers rewards earned for participation).
- Health savings account (includes bi-weekly state contribution).
- Deferred compensation account (similar to 401k plan) with employer match.
- Two (2) fully-funded pension plan options.
- Group life insurance.
- Employee assistance program that allows for covered behavioral health visits.
- Paid vacation, personal and sick time off.
- Competitive leave policies covering a variety of employee needs.
- 12 paid holidays, 14 on election years.
- Qualified employer for the Public Service Loan Forgiveness Program.
- New Parent Leave.
- Eligible for permit parking at an Indiana Government Center surface lot or parking garage

