

**Office of the Attorney General**  
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# JOB POSTING

Interested candidates should send their resume and a writing sample 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.

## **DEPUTY ATTORNEY GENERAL** **Litigation Division**

### **Summary**

Represent the State of Indiana and its agencies, officials and employees before state and federal courts. Report to the Section Chief of Administrative and Regulatory Litigation.

#### ***Primary subject matter of cases:***

- Class action suits.
- 42 U.S.C. § 1983 suits seeking declaratory and injunctive relief.
- Constitutional challenges to state statutes and regulations.
- Prosecuting and defending injunctions.
- Judicial review of actions by state agencies.
- Defending civil suits, primarily involving the Family and Social Services Administration.

#### ***Principal job duties:***

- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs; consultation with clients; investigation of facts; appearance in court for all hearings and conferences; negotiation of settlements; bench and jury trials in state and federal court.
- Advise clients and other State officials and employees regarding issues that arise in litigation.
- Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals from trial court, depending on involvement of Appeals Division.
- Perform other tasks as assigned by Section Chief.
- The position may require some travel.

#### ***Qualifications:***

- Law degree required. Licensed to practice in Indiana.
- Five (5) or more years of practice preferred.
- Knowledge of federal and state practice rules.
- Familiarity with causes of action (42 U.S.C. §1983); federal statutes and regulations; Administrative Orders and Procedures Act; federal and state constitutional law.
- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in both courtroom and appellate settings. Ability to work with other attorneys and support staff in and out of court.
- Ability to zealously negotiate settlements or mediated resolution of cases.

- Ability to work well with clients and witnesses; ability to maintain an objective of service to assigned state agencies. Responds promptly to client/agency's needs, solicits client/agency's feedback to improve service; responds to requests for service and assistance; meets commitments.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Sensitivity to concerns about individual liability and indemnification. Awareness of public relations and implications of high-profile cases.
- Ability to manage caseload of 50 to 60 civil cases.

***Salary commensurate with experience.***