Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
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.

Deputy Attorney General
Appeals Division, General Criminal Appeals Section

Summary: The Appeals Division of the Attorney General's Office represents the State, its agencies, officers, employees and interests, before the state and federal appellate courts in civil and criminal cases. The division's attorneys also represent the State before state trial courts in capital post-conviction actions and before federal district courts in *habeas corpus* proceedings.

Duties and Responsibilities:
The General Criminal Section handles all non-capital direct and post-conviction appeals from state trial courts, and is the largest practice section of the division. In the vast majority of cases the State is the appellee. A Deputy Attorney General (DAG) in the section is assigned a caseload and is responsible for representing the State's interests within the guidelines and supervision of the office. The DAG is responsible for all aspects of the appeal: confirming deadlines and scheduling, motion practice, briefing, oral argument, and post-decision review and proceedings. All representation is done in conformity with the Rules of Appellate Procedure, division style and format office policy and practices, professional rules and expectations, and all other applicable laws, standards and guidelines. The DAG is primarily responsible for the cases assigned, until an appearance is withdrawn (by office and court leave) or employment is terminated. While the majority of cases find the State as appellee, a DAG may be assigned a state-initiated appeal with the additional responsibilities attending the perfection of the appeal under the rules.

Other duties consistent with the division and section may be assigned. These may include prosecutor inquiries, assisting in other cases and proceedings (including civil cases), research projects, supervision of law clerks and interns/externs, and the occasional administrative assignment.

Superior research (Westlaw) and writing skills are expected, and persuasive written and oral appellate advocacy is essential.

Qualifications:
- Admitted to the Indiana Bar.
- Excellent written and oral communication skills, including the ability to relate effectively to both legal and non-legal individuals.
- Ability to multi-task and manage a large caseload.
- Ability to zealously advocate on behalf of the state.
- Ability to work well with others.
- Proficient in computer skills.