

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

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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 Licensing Enforcement/Homeowner Protection Unit Consumer Protection Division

Represents the State of Indiana on behalf of Consumers, in the investigation and prosecution of deceptive acts in connection with mortgage lending. The Home Owner Protection Unit is a new statutory unit of the Consumer Protection Division, authorized under IC 4-6-12, to begin enforcement of IC 24-9 effective July 1, 2005. This position reports to the Deputy Director of the Licensing Enforcement / Homeowner Protection Unit.

### **Job Duties:**

- Responsible for all phases of litigation, including all necessary investigation, preparation and filing of pleadings, motions and briefs; consultations with clients, interviews witnesses, investigation of facts; appearances in court for all hearings and conferences; negotiation of settlements, bench and jury trials in state court.
- Provides effective and efficient delivery of legal services at court, and manages a large caseload. Returns phone calls within 24 hours.
- Prepares case files for all proceedings, timely documentation of all case activity in accordance with current accepted policies of office.
- Supervise work of assigned paralegal and investigators as necessary
- Maintains calendar and reports.
- Maintains and improves legal skills by attending seminars, conferences, and timely reading of recent case law, statutes, and applicable journals.
- Maintains a professional and positive relationship with peers, co-workers, outside agencies, board directors and board members, and the public.
- Cooperate with various agencies on a state and federal level in the investigation and prosecution of deceptive acts in connection with mortgage lending
- Work with Deputy Director to find ways to improve work processes to increase the efficiency and effectiveness of the Home Owner Protection Unit.
- Performs other duties and completes special projects as assigned.

### **Qualifications:**

- Admitted to the Indiana Bar.
- Two years trial experience.

- Excellent communication skills, including ability to relate effectively to both lawyers and non-lawyers.
- Effective oral advocacy skills both in administrative hearings and court.
- Legal research and writing skills, with emphasis on clear, persuasive legal analysis.
- Ability to manage a large caseload. Strong ability to multi-task.
- Ability to advocate on behalf of the state at all aspects of case.
- Ability to work well with others.
- Proven ability as a self-starter.
- Proficient in computer skills.