

**Office of the Attorney General**  
Human Resources  
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317-232-7979 (fax)



# **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 PROFESSIONAL LICENSING & HOMEOWNER PROTECTION UNIT CONSUMER PROTECTION DIVISION**

Represent the State of Indiana in administrative and civil matters concerning professional licensees and persons who have committed deception or misrepresentation in the home loan process. Provide legal advice and counsel to case analysts and/or investigators concerning investigative strategy, evidentiary requirements, and fact finding to build a successful case. This is a full-time position which reports to the Section Chief of the Professional Licensing & Homeowner Protection Unit.

### **Job Duties:**

- Responsible for all phases of litigation, including but not limited to, all necessary investigation, preparation, and filing of pleadings, motions, and briefs; consultation with consumers; interviewing of witnesses; investigating facts; appearances in court for all hearings and conferences; and negotiation of settlements.
- Willingness to travel to court hearings and appearances or other job related duties throughout the State of Indiana.
- Dutifully update all case activities in the Office of the Attorney General's electronic case management system.
- Supervise work of assigned paralegal, analysts, investigators, and/or law clerks as necessary.
- Partner with various agencies on a state and federal level in the investigation and prosecution of deceptive acts in connection with mortgage lending.
- Partner with law enforcement in the criminal prosecution of mortgage fraud activities.
- Perform other duties and completes special projects as assigned.

### **Qualifications:**

- Admitted to the Indiana Bar.
- A minimum of two years experience concerning civil court proceedings.
- A strong background in both civil and administrative litigation.

- Excellent communication skills, including ability to relate effectively to both lawyers and non-lawyers.
- Effective oral advocacy skills both in administrative hearings and civil 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 of Indiana at all aspects of case.
- Ability to work well with others.
- Proven ability as a self-starter.
- Proficient in computer skills.