

Office of the Attorney General
Human Resources
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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 PROFESSIONAL LICENSING & HOMEOWNER PROTECTION UNIT CONSUMER PROTECTION DIVISION

Serve as the Unit's primary Deputy Attorney General concerning the investigation and litigation of unlicensed practice matters. Represent the State of Indiana in civil courts across the state to obtain injunctions and other civil remedies to halt the unlicensed practice of various professional licensing areas. Act as the Unit's in-house asset protection/collections advisor. This is a full-time position which reports to the Section Chief of the Professional Licensing & Homeowner Protection Unit.

Job Duties:

- Serve as the primary deputy attorney general concerning investigations regarding the unlicensed practice of various professional licensing areas. Additionally, act as the in-house asset protection/collections advisor for select cases within the Unit.
- 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.
- Supervise work of assigned paralegal, analysts, and/or investigators as necessary.
- Perform other duties and completes special projects as assigned.

Qualifications:

- Admitted to the Indiana Bar.
- A minimum of two to three years experience concerning civil court proceedings and collections.
- 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 at all aspects of case.
- Ability to work well with others.
- Proven ability as a self-starter.
- Proficient in computer skills.