

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.

LAW CLERK - INTERMITTENT Tobacco Enforcement Section

Summary: The Tobacco Enforcement Section represents the State of Indiana in matters relating to the Master Settlement Agreement and related statutes. This is a part-time position with potential for full-time summer employment.

Principal Duties:

- Assist in investigation and preparation of civil complaints.
- Assist with preparation for nationwide arbitration involving 47+ states and dozens of tobacco product manufacturers.
- Perform other duties and complete special projects as may be assigned.

Qualifications:

- Admitted to law school (second year preferred).
- Excellent legal research and writing skills.
- Ability to multitask.
- Familiarity with Microsoft Office, Westlaw, and e-discovery programs preferred.