

The Indiana Prosecuting Attorneys Council (IPAC) seeks qualified applicants to join its staff as a Legislative Liaison and Public Affairs Officer.

The IPAC is an independent judicial branch agency that assists in the coordination of the duties of the prosecuting attorneys of the state and their staffs. Additionally, the IPAC provides expert assistance to members of the Indiana General Assembly as they seek to adopt public safety legislation. The IPAC Legislative Liaison plans, develops, and coordinates all agency legislative activities and leads other staff members as they monitor legislative initiatives.

Principal legislative duties include:

- Develops, proposes, and implements the IPAC's strategic legislative plans in concert and in support of the IPAC's long, and short, term public safety goals.
- Establishes an effective process for monitoring legislation proposed during the legislative session and ensures review of relevant legislation by staff and other appropriate individuals.
- Analyzes and tracks the progress of relevant legislation.
- Accurately determines and articulates potential effects of new legislation.
- Identifies and arranges for appropriate staff and prosecuting attorneys to appear as expert witnesses as needed before the General Assembly.
- Conducts geographically dispersed meetings with legislators and prosecutors throughout the year.
- Provides assistance to legislators with research and issues in a timely manner.
- Coordinates agency efforts and agendas with the Office of the Indiana Attorney General, the Indiana Criminal Justice Institute, the Indiana State Police, and other state agencies.
- Maintains linkage to the Association of Indiana Prosecuting Attorneys, Inc., The Indiana Sheriffs' Association, and similar organizations with an interest in justice administration.
- Writes, publishes, and disseminates the *Legislative Update* according to established guidelines.
- Provides updates on legislation at annual spring conference and at other continuing legal education seminars.
- Stays abreast of legislative trends throughout the country and serves as the agency's coordinator for legislative and public affairs issues to the National Association of Prosecutor Coordinators.
- Attends internal and external educational programs and professional meetings.
- Reads and evaluates professional literature on a routine basis.

Principal public affairs duties include:

- Responds timely, courteously, and accurately to inquiries about the organization from the general public, agency clients, and public officials.
- Proactively addresses issues of public concern and is responsible for all agency press releases.
- Develops presentations and information papers for prosecuting attorneys to use at public speaking engagements.

- Updates the agency's *Media Guide*.
- Serves as the staff attorney to the Public Relations/Outreach Committee.

Prior experience working with the Indiana Criminal Code, working on legislation, working with the Indiana General Assembly and working with the media are all preferred.

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

The State of Indiana is an Equal Opportunity Employer.

A resume and cover letter may be submitted to Indiana Prosecuting Attorneys Council, Chief of Staff, 302 West Washington Street, Indianapolis, Indiana 46204.