

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 offering a hybrid work model allowing for the possibility of working two remote days per week.

SECTION CHIEF - LICENSING ENFORCEMENT CONSUMER PROTECTION DIVISION

The Section Chief is responsible for the supervision of all attorneys, supervisors, and support staff for the Licensing Enforcement (“LE”) Section of the Consumer Protection Division (“CPD”). The Section Chief must be able to manage attorneys and staff and handle a caseload, if needed. The Section Chief must also have the ability to practice before administrative review boards and have litigation experience. This position reports to the Director and Chief Counsel of CPD.

Duties include:

- Direct supervision of attorneys, including assignment of cases, litigation strategy, review of hearing performance, and file work, scheduling and running biweekly meetings, completing annual performance appraisals, recommending promotions, hiring, discipline, or termination, and maintaining a professional and positive relationship with each attorney supervised.
- Manage all LE deputies, support staff, and contract staff; including review of work performance, being available for weekly meetings, completing annual evaluations, promotions, discipline, or termination.
- Oversight of all day-to-day operations of the LE, including the organization and progress of investigations, analysis and disposition of investigation files and Administrative Complaints regarding licensed professionals, as well as actions filed in civil courts related to home loan practice violations. Recruit, interview, and oversee training for new staff and the enrichment training of all staff.
- Monitor trends and improve systems for the routine processing and investigation of consumer complaints and litigation cases within the Section.
- Act as a liaison with all agencies, stakeholders, and public regarding Professional Licensing and consumer related issues.

- Represent the OAG to the public, including newspaper and media interviews where directed.
- Perform other legal and administrative tasks at the direction of the Director and Chief Counsel of Consumer Protection Division.

Qualifications:

- Admitted to Indiana Bar.
- Ability to communicate effectively, both orally and in writing.
- Ability to positively motivate all staff.
- Ability to communicate effectively with the public including the media.
- Demonstrated excellence at current/previous job assignments.
- Organizational skills sufficient to control large caseload are required.
- Outstanding work ethic.
- Ability to analyze procedures and recommend and implement creative solutions to problems.
- Familiarity with rules of evidence, administrative rules, and trial procedures.
- Capable oral advocacy in board proceedings, courtrooms, and appellate settings. Ability to work with and manage other attorneys and support staff in and out of court.
- Ability to work well with clients, witnesses, and staff.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Working knowledge of Westlaw, and Microsoft computer programs.