

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume and a writing sample 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.

DEPUTY ATTORNEY GENERAL Government Litigation Section

Entry Level Salary: \$82,151.80
Salary increase commensurate with experience

Summary

Litigation attorney to provide legal representation in litigation affecting state interests in state and federal courts. Reports to Section Chief of Government Litigation.

Primary subject matter of cases:

- Class Actions
- 42 U.S.C. § 1983 litigation
- Contract disputes
- Constitutional challenges to state statutes and regulations
- Employment law
- Petitions for habeas corpus
- Post-conviction relief

Principle job duties:

- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs, consultation with clients, investigation of facts, appearance for all hearings and conferences, negotiation of settlements, and bench and jury trials.
- Advise clients and other State officials and employees regarding issues that arise in litigation. Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals, depending on involvement of Appeals Division and Solicitor General.
- Perform other tasks as assigned by Section Chief.
- The position may require some travel.

Qualifications:

- Licensed to practice law in Indiana and admitted to the U.S. District Courts for the Northern and Southern Districts of Indiana.
- Civil litigation experience in federal and state court.
- Knowledge of federal and state practice rules and rules of alternative dispute resolution.
- Familiarity with relevant causes of action, Section 1983 litigation and federal and state statutes and regulations, Administrative Orders and Procedures Act, federal and state constitutional law.
- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Excellent oral advocacy in litigation settings. Ability to work with other attorneys and support staff.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with others, maintain an objective of public service, solicit feedback to improve service, respond promptly to requests for service and assistance, meet commitments.
- 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.
- Sensitivity to concerns about individual liability and indemnification, awareness of public relations and implications of high-profile cases.
- Ability to manage high-profile and complex caseload.