

**Office of the Attorney General**

Human Resources

Indiana Government Center South, 5<sup>th</sup> Floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs@atg.in.gov](mailto: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 offering a hybrid work model allowing for the possibility of working three remote days per week.

## **Deputy Attorney General Appeals Division, Civil Appeals Section**

**Summary:** The Appeals Division of the Attorney General's Office represents the State, its agencies, officers, employees, and interests, before the state and federal appellate courts in civil and criminal cases, and in federal district courts in *habeas corpus* proceedings. Deputy Attorneys General assigned to the Civil Appeals Section primarily represent the State of Indiana in appeals brought in civil cases before the U.S. Court of Appeals for the Seventh Circuit, Indiana Supreme Court, and Court of Appeals of Indiana, as well as handling other appellate-related matters.

**Duties and Responsibilities:** The Civil Appeals Section represents the interests of the State of Indiana, state agencies and state officials in appeals of civil decisions entered by state and federal trial judges and in the direct appeals to the Court of Appeals of Indiana from final determinations of certain administrative agencies. These appeals involve a wide range of legal subject matters arising from activities of Indiana state government, including but not limited to: constitutional challenges to state statutes and agency policies and rules, judicial review of agency orders, child welfare, torts, civil rights, employment, labor law, environmental and natural resources law, eminent domain, contract, child support, forfeiture, and *habeas corpus* matters involving prison discipline. A Deputy Attorney General (DAG) assigned to the Section carries a substantial caseload and is responsible for representing the State's interests within the guidelines and supervision of the office. The Deputy is responsible for all aspects of the appeal: confirming deadlines and scheduling, communicating with stakeholders, motion practice, briefing, oral argument, and post-decision review and proceedings. All representation must conform with the Rules of Appellate Procedure, division style and format practice, office policies, professional conduct rules and expectations, and all other applicable laws, standards and guidelines. The Deputy is primarily responsible for the cases assigned, until an appearance is withdrawn or employment has concluded.

**Other duties** consistent with the division and section may be assigned. These may include assisting in other cases and proceedings (including criminal), research projects, supervision of law clerks and interns/externs, and the occasional administrative assignment.

Superior research (Westlaw) and writing skills are expected, and persuasive written and oral appellate advocacy is essential.

**Qualifications:**

- Admitted to the Indiana Bar;
- Excellent written and oral communication skills, including the ability to relate effectively to both legal and non-legal professionals;
- Ability to multi-task and manage a large caseload;
- Ability to zealously advocate on behalf of the State;
- Ability to work well with others;

- Proficient in computer skills; and
- Ability to competently manage relationships and effectively communicate with clients, supervisors, and colleagues.