



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, Criminal 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 Criminal Appeals Section primarily represent the State of Indiana in criminal appeals brought in the Indiana Court of Appeals and Supreme Court.

Duties and Responsibilities:

The Criminal Appeals Section handles all appeals from state trial courts in criminal matters and federal habeas corpus litigation in federal courts. 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 The Deputy is primarily responsible for the cases assigned, until an appearance is withdrawn, or employment has concluded.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 prosecutor inquiries, assisting in other cases and proceedings (including civil cases), research projects, supervision of law students, 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.