

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 three remote days per week.

DEPUTY ATTORNEY GENERAL **Asset Recovery and Bankruptcy**

Entry Level Salary: \$82,151.00
Salary Increase commensurate with experience

Litigation attorney to provide legal representation on behalf of the State of Indiana and its agencies, officials, and employees before state and federal courts. Reports to Section Chief of Asset Recovery and Bankruptcy Litigation Section.

Primary subject matter of cases:

- Represent state agencies through all phases of litigation
- Enforcement of administrative orders and warrants for state agencies
- Recovery of debts owed to state agencies

Principal Job duties:

- Review civil referrals, prepare pleadings, file and appear in both Northern and Southern District Bankruptcy Courts and all the state courts in Indiana.
- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs; consultation with clients; investigation of facts; appearance in court for all hearings and conferences; negotiation of settlements; and trials.
- Advise clients and other State officials and employees regarding issues that arise in litigation and bankruptcy.
- Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals, depending on involvement of Appeals Division.
- Perform other tasks as assigned by Section Chief.
- The position may require some travel.

Qualifications:

- Licensed to practice law in the State of Indiana, and the Northern and Southern Districts of Indiana.
- Qualified to file via ECF with the Northern and Southern Districts of Indiana
- Civil litigation experience in federal and state court preferred.
- Knowledge of federal and state practice rules and rules of alternative dispute resolution.
- Familiarity with relevant causes of action; 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.
- Capable 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 clients and witnesses; maintain an objective of service to assigned state agencies; respond promptly to client/agency's needs; solicit client/agency's feedback to improve service; respond 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.
- Ability to manage high volume caseload.

