



# JOB POSTING

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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.

**DEPUTY ATTORNEY GENERAL**  
**Advisory Division**  
**Salary Range: \$50,000 - \$70,000**

**Summary:**

The Advisory Section contributes to the functions and responsibilities of the Office of the Indiana Attorney General by providing legal counsel and guidance to state government clients as well as quasi-governmental bodies. Due to the diverse nature of the projects undertaken by the Advisory Section, attorneys with backgrounds in every aspect of state government practice are encouraged to apply.

**Essential Duties and Responsibilities:**

- Research and draft formal opinions as well as legal memoranda to state government clients, statewide elected officials, county prosecutors and quasi-governmental bodies.
- Assist numerous state boards, commissions, and agencies in researching legal matters, conducting adjudicatory hearings, and conducting meetings in conformance with the Open Door Law.
- Review and approve state contracts, grants, leases, and memoranda of understanding for form and legality as well as assisting clients in drafting such documents.
- Review and approve administrative rules for form and legality as well as assisting clients in drafting such rules.
- Review and prepare responses to public records requests submitted to the Office of the Attorney General pursuant to the Access to Public Records Act.
- Serve as an administrative law judge upon request of a state government client.
- Provide legal counsel and associated services to state government clients and quasi-governmental bodies as assigned by Chief Counsel.
- Provide support and guidance to executive staff concerning legislative matters.

**Qualifications:**

- Must be licensed to practice law in the State of Indiana and possess 3 – 5 years of experience actively practicing law.
- Must have strong research and writing skills, be capable of consistently meeting deadlines, and be able to analyze complex questions of law.
- Must be able to competently manage client relationships and communications and to effectively communicate with supervisors and colleagues.
- Knowledge of, and experience with, the Access to Public Records Act and/or the Administrative Orders and Procedures Act is helpful, but not required.

**Benefits:**

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Four (4) medical plan options (including RX coverage) and vision/dental coverages.
- Wellness program (offers eligibility into a discounted medical plan).
- Health savings account (includes bi-weekly state contribution).
- Deferred compensation account (similar to 401k plan) with employer match.
- Two (2) fully-funded pension plan options.
- Group life insurance.
- Employee assistance program that allows for covered behavioral health visits.
- Paid vacation, personal and sick time off.
- Competitive leave policies covering a variety of employee needs.
- 12 paid holidays, 14 on election years.
- Qualified employer for the Public Service Loan Forgiveness Program.
- New Parent Leave.
- Eligible for permit parking at an Indiana Government Center surface lot or parking garage.