

**Office of the Attorney General**

Human Resources

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# **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 offering a hybrid work model allowing for the possibility of working three remote days per week.

## **Assistant Chief Counsel Advisory Division**

### **Summary:**

The Assistant Chief Counsel provides direct support to the Chief Counsel and assists in managing Deputy Attorneys General and other personnel assigned to the Advisory Division in the discharge of their various duties and responsibilities. This support includes assisting the Chief Counsel and executive staff as necessary, facilitating workload and projects to completion as directed by the Chief Counsel, supervising Advisory Division personnel, recommending assignments, communicating with outside stakeholders, providing input on personnel evaluations, and serving as a resource to all attorneys in the Division and across the office.

### **Duties/Responsibilities:**

- Serves as support for the Chief Counsel and provides oversight as a direct supervisor of five (5) attorneys working on more complex matters and in the daily discharge of the responsibilities of the office;
- Preparation of effective formal and informal communications to state clients, executive staff, and other entities;
- Participation in executive staff meetings as may be required from time to time by the Chief Counsel;
- Assist Chief Counsel and executive staff on strategic planning initiatives;
- Works with the Chief Counsel to manage workload and effective management of Division personnel;
- Provides recommendations to Chief Counsel on workflow, processes improvement, and matters impacting executive staff decision making;
- Assists in crafting responses to public access requests;
- Assists in the review and approval of administrative rules;
- Assists in the review and approval of complex contracts;
- Participate or assist in the negotiation of complex agreements on behalf of the Office and client state agencies as necessary;
- Recommendations and assignment of personnel to various tasks, including counsel to boards or other governmental entities, service as administrative law judges, and designation as lead author on advisory opinion requests;

- Provides advice and counsel to the Office on the preparation of legal opinions and other legal documents;
- Assists in the training of new and less tenured staff;
- Provides advice and counsel in analyzing legislation and drafting proposals and amendments for legislative consideration;
- Communication with various stakeholders as may be required from time to time by the Chief Counsel;
- Maintaining effective working relationships with co-workers, attorneys, and client agencies;
- Assist in the evaluation of personnel, pursuant to office procedures;
- Participate in the interviews of candidates for employment or internship;
- Serves as a resource to personnel and Chief Counsel with respect to any function of the Advisory Division and its personnel;
- Works cooperatively with all other divisions of the Office of the Attorney General to enhance the overall collegial atmosphere;
- May serve as designee to various boards or commissions as assigned;
- Provides overall support to the Chief Counsel and execution of any Office initiatives;
- Represents Chief Counsel when that individual is unavailable or out of the office; and
- Perform any additional responsibilities required by the Chief Counsel.

#### **Qualifications:**

The Assistant Chief Counsel must:

- Be a graduate from an accredited law school with a Juris Doctor degree.
- Be licensed to practice law in the State of Indiana and a member in good standing with the State Bar of Indiana.
- Have at least 7 years of experience as a licensed attorney in the following (or closely related) fields: state or federal agency, local government, or in-house counsel. This position is ideal for attorneys from these fields seeking to transition to transactional work.
- Exercise good judgment in working with executive staff leadership and various stakeholders.
- Possess experience, knowledge, and skill in reviewing, approving, or crafting contracts, grants, leases, regulations, memoranda of understanding, and other documents of a similar nature.
- Possess experience, knowledge, and skill in administrative law, including the responsibilities and obligations of administrative adjudications under the Administrative Orders and Procedures Act or similar state and federal laws affecting such proceedings.
- Possess the experience, knowledge, and skill to speak publicly on matters affecting the Advisory Division and the Office of the Attorney General.
- Possess the ability to communicate effectively with executive leadership, the public and with those entities and persons reliant upon the Office of the Attorney General for legal services.
- Possess exceptional skills in writing, research, and editing.

- Possess exceptional communication skills, particularly with executive leadership staff and valued stakeholders.
- Be able to analyze complex questions and law.
- Have the ability to effectively supervise personnel.
- Have the ability to competently manage client relationships and communications.
- Have the ability to collaborate with cross-sections of the office and executive leadership.
- Possess knowledge and skill in Indiana law, administrative law, contract management, public access requirements, “open door” applications, and board relations.