

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
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.

Deputy Director, Consumer Protection Division

The Deputy Director is responsible for many of the daily and managerial operations of the Consumer Protection Division, to include the sections of Licensing Enforcement and the Homeowner Protection Unit. This position reports to the Director and Chief Counsel of the Consumer Protection Division.

Duties include:

Assist in the oversight and management of the Division by communicating and implementing team values and contributing to strategic policy and business decisions to achieve overall organizational goals. This position includes direct supervision of Section Chiefs and regular interaction with the executive team.

Communicating with the Section Chiefs regarding training initiatives and needs, coaching/counseling/discipline or termination, maintaining positive morale, reporting on high-profile or complex cases to the Executive Team and/or Attorney General.

Partnering with the Chief Counsel and Deputy Director of Consumer Litigation, Intake and Consumer Mediation, and Data Privacy, the Deputy Director will complete annual performance appraisals of the Section Chiefs listed above and will review the performance appraisal drafts of the Section Chiefs' direct reports prior to implementation.

The Deputy Director will conduct regularly scheduled meetings with his/her direct reports, will monitor and review systems in place in the respective sections, providing input and working with Section Chief to improve processes when applicable.

Qualifications:

Admitted to Indiana Bar and in good standing.

Excellent oral and written communication abilities, including the ability to make presentations to various groups, as necessary.

Outstanding managerial skills and the ability to positively motivate a wide range of employees.

Excellent organizational skills, ability to work with various sections and entities simultaneously, while maintaining the ability to quickly and properly analyze procedures.

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Ability to work well with clients and other stakeholders, possessing a strong sense of ethics and awareness of potential conflicts of interest, while adhering in all aspects to Rules of Professional Conduct and State ethics rules.

Other duties as assigned.