

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
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Indianapolis, IN 46204
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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 offering a hybrid work model allowing for the possibility of working three remote days per week.

Deputy Attorney General Licensing Enforcement Consumer Protection Division

Job Duties:

- Responsible for all phases of litigation, including all necessary investigation, preparation and filing of pleadings, motions, and briefs; consultations with clients, witness interviews; appearances for all hearings and conferences before respective boards and courts; and settlement negotiation.
- Manages a large caseload and provides effective and efficient delivery of legal services.
- Prepares case files for all proceedings and timely documents all case activity in accordance with current accepted office policies.
- Supervise work of assigned law clerks, analysts and investigators as necessary.
- Maintains and improves legal skills by attending seminars, conferences, and timely reading of recent case law, statutes, and applicable journals.
- Maintains a professional and positive relationship with peers, co-workers, outside agencies, board directors and board members, and the public.
- Performs other duties and completes special projects as assigned.

Qualifications:

- Admitted to the Indiana Bar.
- Two years litigation experience preferred.
- Excellent communication skills, including ability to relate effectively to both lawyers and non-lawyers.
- Effective oral advocacy skills both in administrative hearings and court.
- Legal research and writing skills, with emphasis on clear, persuasive legal analysis.
- Ability to manage a large caseload. Strong ability to multi-task.
- Ability to advocate on behalf of the state at all aspects of case.
- Ability to work well with others.
- Proven ability as a self-starter.
- Proficient in computer skills.