

**Office of the Attorney General**  
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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 two remote days per week.

## ***PARALEGAL, ASSET RECOVERY AND BANKRUPTCY LITIGATION SECTION***

Under the general supervision of the Section Chief of the Asset Recovery and Bankruptcy Litigation Section, processes incoming referrals; prepares documents and obtains relevant records for the prosecution of these cases; performs activities related to case management.

### ***Duties:***

- Assists in managing state and federal collection cases for various state agencies under the direction of the Section Chief of the Asset Recovery and Bankruptcy Litigation Section.
- Prepares pleadings and correspondence for attorneys' review, communicates directly with state agencies, other law firms and courts on a regular basis; schedules progress of cases; sets hearings; maintains attorney's calendar, etc.
- Assists with opening and managing of probate estates on behalf of State agencies, including ensuring publication of notice of opening of the estate
- Assists with discovery requests and responses and trial preparation.
- Maintains pleading and correspondence log using the case management systems (Latitude, AdvoLogix, and Outlook).
- Open and close files in both Latitude and AdvoLogix.
- Other duties as assigned by the Section Chief or other attorneys in the Asset Recovery and Bankruptcy Litigation Section.