

Office of the Attorney General

Human Resources

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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 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.