

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.

DEPUTY ATTORNEY GENERAL Office of the Solicitor General

Working principally with the Indiana Solicitor General, the Deputy will perform all functions of a legal counsel representing the State before Indiana and federal courts at both trial and appellate levels, including the Indiana Supreme Court and the Supreme Court of the United States. The Deputy will focus on legal research and brief writing (including briefs in support of motions in trial courts), though some trial court discovery and trial participation is possible. The Deputy will concentrate on high profile cases and constitutional disputes involving state statutes and other state regulations or actions, though typically not as lead counsel. The Deputy may also undertake research and advisory projects on issues related to legal policy and will assist the Solicitor General in coordinating and harmonizing the Office of the Attorney General's legal positions and in deciding whether to pursue certain appeals.

Principal Responsibilities

- Perform all counsel functions on behalf of the State, its officers, agencies, and employees in various cases, including trial and appellate procedures, motion practice, briefing, oral argument, and subsequent review, all in a timely, professional, and superior manner, and in compliance with office policies and professional and state ethical rules.
- Evaluate cases and advise superiors of viability of prospective issues before a case is initiated or perfected.
- Manage all aspects of pending legal matters, such as tracking deadlines, supervising completion and production of briefs (including proofing, cite-checking, and binding), assembling appendices and exhibits, and coordinating with opposing counsel and co-counsel on case management plans, motions, etc.
- Consult with representatives of state party/agency clients throughout cases and inform them of activity during cases.
- Consult with superiors on strategic, tactical and other major decisions involving cases.
- Consult with co-counsel and inform co-counsel of all significant developments in the case.
- Inform supervisors and media staff of high profile cases and developments.
- Maintain hard and electronic case files in good order, and facilitate the good order of the division files and records by *inter alia*, maintaining effective and complete communication with support staff to ensure the correctness and accuracy of electronic data and case files.

- Support the Office of the Attorney General by consultation and advice, participation in moot courts, reviewing and proofreading work product, etc.
- Supervise law clerks and interns as the need arises.
- Complete research and other projects as assigned by superiors.
- Research and draft briefs, including *amicus curiae* briefs, as assigned.
- Represent the State as counsel in cases assigned from other sections of the Office of the Attorney General to equalize caseloads or manage workloads.
- Assist other attorneys and sections of the office as the need arises and as assigned by superiors.
- Continually improve professional and job performance.
- Perform other tasks as assigned by superiors.

Principal Qualifications

- Member in good standing of the Indiana Bar, and such other bars of jurisdictions in which the Deputy will practice.
- Superior research and writing skills.
- Superior analytical and rhetorical skills.
- Strong academic record.
- Proficiency with computers.
- Familiarity with Microsoft Word and Westlaw.
- Superior time management skills; ability to perform above responsibilities and qualifications in short amount of time.
- Judicial clerkship preferred.
- Experience as an associate at a large law firm or a small firm with a particularly sophisticated practice preferred.

Salary commensurate with experience.