



---

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.

## Deputy Attorney General Appeals Division, Criminal Appeals Section

**Summary:** The Appeals Division of the Attorney General's Office represents the State, its agencies, officers, employees, and interests, before the state and federal appellate courts and in federal district courts in *habeas corpus* proceedings. The Division is comprised of two sections: civil and criminal. The Civil Appeals Section represents the interests of the State of Indiana, state agencies, and state officials in appeals of civil decisions in state and federal courts addressing an array of issues including, but not limited to child welfare, eminent domain, constitutional challenges to statutes, and habeas corpus matters involving prison discipline. The Criminal Appeals Section primarily represents the State of Indiana in criminal appeals brought in the Indiana Court of Appeals and Supreme Court. Though this position will work primarily in the Criminal Appeals Section, the Division regularly assigns cases of all types across the two sections and encourages attorneys to take appropriate cases outside their usual practice area to expand their skills and understanding of the breadth of the State's interests and obligations.

### Duties and Responsibilities:

The Criminal Appeals Section handles all appeals from state trial courts in criminal matters and federal habeas litigation challenging Indiana convictions and sentences. A Deputy Attorney General assigned to the Section carries a substantial caseload. The Deputy is responsible for all aspects of the appeal: confirming deadlines and scheduling, communicating with stakeholders, motion practice, briefing, oral argument, and post-decision review and proceedings. All representation must conform with the Rules of Appellate Procedure, division style and format practice, office policies, professional conduct rules and expectations, and all other applicable laws, standards, and guidelines. The Deputy is primarily responsible for the cases assigned, until an appearance is withdrawn, or employment has concluded. All deputies assist other attorneys preparing for oral arguments by participating in moot courts.

**Other duties** may be assigned. Other duties may include responding to prosecutor inquiries, advising special practice areas such as extradition, assisting in other cases and proceedings (including civil cases), research projects, supervision of law clerks, and the occasional administrative assignment.

### Qualifications:

- Admitted to the Indiana Bar;
- Superior research (Westlaw) and writing skills required;
- Persuasive written and oral appellate advocacy essential;
- Ability to manage a large caseload;
- Ability to zealously advocate on behalf of the State;
- Proficient in computer skills; and
- Ability to competently manage relationships and effectively communicate with clients, supervisors, and colleagues.