

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume and a writing sample 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
Administrative and Regulatory Enforcement Litigation Section
Litigation Division

Entry Level Salary: \$82,151.00
Salary increase commensurate with experience

Summary

The Litigation Division of the Office of the Attorney General serves as the State's law firm—advocating for and defending the State's interests. The respected and experienced trial attorneys in the Division zealously and diligently provide legal representation in a wide range of matters. This is an exceptional opportunity to gain unique and exciting experiences promoting the public interest, making a positive difference in the lives of Hoosiers, and litigating cases most attorneys only read about.

The attorneys in the Administrative and Regulatory Enforcement Litigation Section of the Litigation Division provide legal representation in complex and high profile cases for the State of Indiana and its agencies, officials, and employees before state and federal courts and arbitrators. They seek enforcement of regulations and defend regulations or regulatory action.

Attorneys in the section handle a variety of cases, including:

- Constitutional challenges to state laws and regulations.
- Election law.
- Enforcement actions for state agencies.
- Environmental law.
- Judicial review of actions by state agencies.
- Qui tam.
- Tax law.
- Temporary restraining orders and preliminary injunctions.
- Whistleblower complaints.

Principal job duties:

- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs; consultation with clients; investigation of facts; appearance in court and arbitrations for all hearings and conferences; negotiation of settlements; and trials.
- Advise clients and other state officials and employees regarding issues that arise in litigation.
- Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals, depending on involvement of Appeals Division.
- Perform other tasks as assigned by Section Chief.
- The position may require some travel.

Qualifications:

- Licensed to practice law in Indiana and admitted to the U.S. District Courts for the Northern and Southern Districts of Indiana.
- Civil litigation experience in federal and state court.
- Knowledge of federal and state practice rules and rules of alternative dispute resolution.
- Familiarity with relevant causes of action; federal and state statutes and regulations; Administrative Orders and Procedures Act; federal and state constitutional law.
- Legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Capable oral advocacy in litigation settings. Ability to work with other attorneys and support staff.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with clients and witnesses; maintain an objective of service to assigned state agencies; respond promptly to client/agency's needs; solicit client/agency's feedback to improve service; respond to requests for service and assistance; meet commitments.
- Strong sense of ethics; awareness of potential conflicts of interest that arise in public sector; adherence in all respects to Rules of Professional Conduct and state ethics rules.
- Sensitivity to concerns about individual liability and indemnification; awareness of public relations and implications of high-profile cases.
- Ability to manage high-profile and complex caseload.