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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.

## **Administrative and Regulatory Enforcement Litigation Paralegal Litigation Division**

Provides paralegal support for approximately three attorneys in the Administrative and Regulatory Enforcement Litigation Section. Reports to Section Chief. Principle Duties include:

### ***Duties:***

- Assist in the discovery phase of litigation. Process discovery requests directed to clients and prepare interrogatories, discovery requests and subpoenas; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions for summary judgment and other motions, including affidavits and documentary evidence, at the direction of the assigned attorney. Legal research if requested.
- Assist in trial preparation, as required.
- Provide administrative support to attorneys in the Administrative and Regulatory Enforcement Litigation Section, as needed and assigned by supervising attorney or Section Chief.
- Answer telephones; type and copy correspondence, pleadings, and legal documents for filing in state or federal courts; docket pleadings and other documents; maintain calendars of attorney due dates; open and close cases; maintain files; and obtain case information upon request from court personnel and opposing counsel.
- Other duties and projects as assigned by supervising attorney, Section Chief or Chief Counsel

### ***Requirements:***

- Typing and computer skills to include MS Word, MS Excel, Advologix, Indiana Electronic Filing System, CM/ECF and PACER, SharePoint, and other applicable software, or the ability to quickly learn those programs;
- Excellent organizational and communication skills;
- Competence in multi-tasking and flexibility in work assignments;
- Ability to process high volume of data, documents and other information quickly and accurately;
- Good personal interaction skills, works well with others and is a team player; and
- Ability to work with or without supervision, independently and as a part of a team.