

Office of the Attorney General
Human Resources
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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 two remote days per week.

DEPUTY ATTORNEY GENERAL Real Estate Litigation Section

Entry Level Salary: \$82,151.80
Salary increase commensurate with experience

Summary

Litigation attorney in the Real Estate Litigation Section to provide legal representation in litigation affecting state interests in state and federal courts.

Primary subject matter of cases:

- Prosecute eminent domain actions and ejectment actions brought on behalf of the State of Indiana through its agencies, including the Indiana Department of Transportation.
- Defend inverse condemnations, foreclosure actions, and quiet title actions brought against the State of Indiana through its agencies.
- Review transactional documents and conduct chain-of-title review for acquisitions by the State.

Principle job duties:

- Handle all phases of litigation, including research and preparation of pleadings, motions, and briefs, consultation with clients; engage in extensive discovery submission and response, investigation of facts, appearance in court for hearings and conferences, negotiation of settlements, mediations, bench and jury trials.
- Counsel clients and other State officials and employees regarding real estate transactions.
- Review real estate conveyance documents (title reports, buyer's notes, legal descriptions, plans, appraisals, etc.) for eminent domain and other real estate proceedings.
- Advise clients and other State officials and employees regarding issues that arise in litigation.
- Supervise work of assigned paralegal on discovery and other tasks.
- Travel as required for the assigned cases.
- Present the State's case at trial, including arguments, voir dire of potential jurors, presenting evidence through witnesses, exhibits and demonstration and cross-examining witnesses.
- Maintain case files in case management software in an organized manner.

- Direct the closing of cases and case files that have reached final disposition.
- Perform other tasks as assigned by Section Chief.

Qualifications:

- Law Degree required; licensed to practice law in Indiana.
- Civil litigation experience in federal and state court.
- Knowledge of state and federal practice rules.
- Familiarity with real estate principles, appraisal principles, and practices and property law.
- Familiarity with substantive state law of the eminent domain process, rules of evidence and trial and appellate procedures.
- Excellent oral advocacy and communication skills.
- Effective legal research and writing skills, with emphasis on clear, persuasive legal writing.
- Awareness of public relations and ability to manage high-profile cases.
- Ability to zealously negotiate settlements or mediated resolution of cases.
- Ability to work well with others, maintain an objective of public service, solicit feedback to improve service, respond promptly 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.
- Ability to manage multiple matters and time-sensitive deadlines.