

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 offering a hybrid work model allowing for the possibility of working three remote days per week.

DEPUTY ATTORNEY GENERAL Real Estate Litigation Section

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

Summary: Litigation attorney in the Real Estate Litigation Section to provide legal representation on behalf of the State of Indiana and its agencies.

Primary subject matter of cases:

- ✓ Prosecute eminent domain actions and ejection 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.

Principal 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.

Qualifications:

- ✓ Law Degree required; licensed to practice law in Indiana.
- ✓ Civil litigation experience in state court required.
- ✓ Knowledge of state court 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 communication skills.
- ✓ Demonstrated strong teamwork 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, including clients and witnesses; sensitivity to concerns about individual liability and indemnification.
- ✓ 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.