

Office of the Attorney General
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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.

SECTION CHIEF COLLECTIONS & BANKRUPTCY SECTION

Summary: Attorney responsible for supervision of the Collections & Bankruptcy Section consisting of attorneys, paralegals/support staff, and law clerks, in addition to maintaining an appropriate case load. Reports to Chief Counsel for Litigation.

Duties include:

- Manage team of attorneys and legal support staff, to include conducting performance appraisal meetings, related coaching/counseling discussions, while monitoring the work of direct reports and providing professional mentoring on a daily basis
- Assign cases, oversee litigation strategy and represent the State's interests in Collection and Bankruptcy cases in state and federal courts.
- Handle all phases of litigation, including research, pleadings, motions, briefs, hearings, and trials. Initiate and pursue litigation required in order to collect liabilities owed to agencies of state government.
- Attend hearings, depositions, and trials involved in assigned cases and advise client agencies, as appropriate.
- Review proposed offers to compromise claims, and negotiate settlements.
- Communicate with debtors and client agencies.
- Monitor the work of the designated support staff.
- Maintain an appropriate case load in addition to administrative duties described herein.
- Perform other legal and administrative duties as assigned at the direction of the Chief Counsel for Litigation or Attorney General.

Minimum Qualifications:

- Licensed to practice law in Indiana and admitted to the U.S. District Court and Bankruptcy Court for the Northern and Southern Districts of Indiana.
- Previous supervisory experience strongly preferred.

- Prior litigation experience in state and bankruptcy courts.
- Knowledge of collection law, collection practices, and bankruptcy law. Knowledge of federal and state practice rules and rules of alternative dispute resolution.
- Excellent oral and written communication skills.
- Strong interpersonal skills; ability to work with other attorneys and support staff. Ability to zealously negotiate settlements and 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.
- Adherence in all respects to Rules of Professional Conduct and State ethic rules.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, Time Matters, e-discovery software, and various case management tools.
- Ability to manage large, high-profile and complex caseload.