

T About the Job:

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T A Day in the Life:

The essential functions of this role are as follows:

- Advise and provide general legal support to agency staff on various programs and legal areas.
- Train, delegate to, and/or provide support for any legal support staff including at least 2 attorneys.
- Oversee, draft, or review contracts.
- Research and interpret laws, promulgated rules, and legal opinions pertaining to agency operations.
- Draft and review legislation and administrative rules.
- Maintain legal resources, dockets, legal files, and official records of proceedings relating to cases.
- Organize and manage caseload in the preparation of hearings and/or litigation.
- Responsible for the creation, preparation, and distribution of documents related to hearings, including orders and decisions.
- May review appropriate pleadings, motions, and discovery, and/or responses, draft appeals, and appellate briefs, or perform legal writing assignments.
- Utilize litigation skills and experience relating to agency operations.
- May handle administrative matters and hearings while maintaining appropriate decorum, hear evidence, rule on the admissibility of evidence, and/or make reasoned decisions supported by evidence.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time.

T What We're Looking For:

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T What You'll Need for Success:

You must meet the following requirements to be considered for employment:

- Doctorate of Jurisprudence.
- Indiana Bar Admission; license in good standing.
- 5+ years of practicing experience.
- Demonstrated knowledge and ability to apply relevant statutes, case law, and rules.
- Ability to effectively communicate both orally and in writing.
- Ability to successfully utilize a case management system to manage a docket, case information, party information, and serve orders.
- Strong legal research, writing, and litigation skills.
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

Supervisory Responsibilities/Direct Reports:

This role provides direct supervision for two or more attorneys.

T Difficulty of Work:

As an Attorney you are required to apply laws, court decisions, precedents, and administrative rules that are often ambiguous. Judgment is needed to make decisions or significant compromises. In this position, you must ensure decisions avoid error and are not subject to remand on account of (1) failing to address the issues raised by parties, (2) failing to develop the record as required by Indiana Law, (3) failing to adhere to hearing procedures established by law, (4) failing to be based on substantial evidence, (5) being arbitrary or capricious, and/or (6) being contrary to any constitutional, statutory, or legal principle.

T Responsibility:

This individual makes major contributions to the agency or division regarding policy, major objectives and program practices. Decisions and recommendations are reviewed for attainment of objectives and compliance with agency policy.



Personal Work Relationships:

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.



Physical Effort:

This role performs work in an environment where sitting for extended periods of time could be expected.



Working Conditions:

This role performs work in a standard office environment.



Competencies

- Developing Talent
- Managing Performance
- Delivering High Quality Work
- Communicating Effectively
- Critical Thinking
- Acquiring Information



Last Updated (By and Date)

Updated by C. Rowley 3.16.23