

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.

Paralegal and Victim Programs Specialist Appeals Division

The Appeals Division of the Office of the Attorney General represents the State of Indiana's interests in the appellate courts that serve Indiana, including the Indiana Supreme Court, Court of Appeals of Indiana, and the U.S. Court of Appeals for the Seventh Circuit. The Division consists of two Sections. The Criminal Appeals Section serves as the prosecution in appeals from all criminal convictions, as well as defending Indiana convictions in habeas corpus proceeding in federal court. The Civil Appeals Section represents the State and its agencies, officers, and employees in civil appeals of all kinds. The Division also provides services to crime victims through several programs, including administering the State's Address Confidentiality Program, and coordinates extraditions on behalf of the Governor, Secretary of State, prosecutors, and law enforcement. The Division consists of over 35 attorneys and 8 support staff.

This position reports directly to the Chief Counsel and will provide support services across the Division's areas of responsibility. Duties include paralegal and administrative support to attorneys in Appeals Division, administrative support to Victim Programs, and project management and other assistance to the Chief Counsel and Division leadership as assigned.

Responsibilities:

- Coordinates production, filing and service of documents via courts' electronic filing systems and USPS;
- Maintains case files in case management system – scanning, uploading electronic documents, maintaining event logs;
- Prepares correspondence as needed;
- Performs initial filings and distributes new case files to attorneys;
- Obtains case materials;
- Contacts court clerks, opposing counsel and outside agencies as needed; and
- Other duties as assigned

Duties:

- Provide direct support to appellate deputies. Primary duties include document preparing, electronic filing, maintaining records in case management system, preparing correspondence, mail processing, and other duties as requested.
- Assist Victim Programs administered by the Division. Duties include scheduling training for victim advocates, communicating with county prosecutors' offices to obtain victim notification information, and assisting with administrative duties and record keeping for the Address Confidentiality Program, Hope Card Program, and Appellate Victim Notification Program.
- Provide requested support to Executive Assistant, who is principal assistant to the Chief Counsel and primary coordinator of administrative processes in the Division. Duties include providing support to Chief Counsel and Division leadership with scheduling, project management, and other administrative duties, as assigned.

Qualifications:

- Proficient computer skills to include Microsoft Word, Excel, SharePoint, Indiana Electronic Filing System, AdvoLogix, and other case management tools, or the ability to quickly learn those programs;
- Excellent communication and personal interaction skills;
- Able to work with or without supervision, independently, and as part of a team;
- Competence in multi-tasking and flexibility in work assignments;
- Ability to manage and prioritize a high volume of data, documents, and other information quickly and accurately;
- Ability to handle confidential and sensitive information in compliance with law and office protocols;
- Basic understanding of the criminal justice system and/or the appellate process in state and federal courts.
- Bachelor's degree, paralegal certificate, or equivalent work experience preferred.