



INDIANA LEGAL SERVICES, INC.

Job Announcement

GENERAL COUNSEL

(TO BE PERFORMED IN CONJUNCTION WITH OTHER DUTIES)

AGENCY DESCRIPTION: Indiana Legal Services, Inc. (ILS) is a statewide, not-for profit organization that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, and approximately 60 other funding sources.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. **We strongly encourage Black, Indigenous, and other applicants of color, people with disabilities, and other people historically underrepresented in the practice of law to apply. Candidates who reside in a state outside of Indiana will also be considered.**

LOCATION: This position may be located in any ILS office (Bloomington, Evansville, Fort Wayne, Indianapolis, Lafayette, Merrillville, New Albany, or South Bend).

JOB SUMMARY: The General Counsel will serve as a key member of the management team at Indiana Legal Services and will report to the Executive Director. The General Counsel position is not considered full-time and may be performed in conjunction with other duties such as staff attorney or managing attorney.

RESPONSIBILITIES:

- Serve as ILS's expert on the rules of professional conduct for lawyers.
- Provide advice to ILS staff on issues and questions implicating professional conduct rules.
- Provide training on applicable professional conduct rules.
- Serve as liaison with outside counsel to report potential claims against ILS.
- Responsibility for maintaining malpractice and professional liability insurance policies and other policies.
- Some contract review.
- Other general counsel duties as assigned.

QUALIFICATIONS:

- Demonstrated commitment to the mission of Indiana Legal Services which is to use the law to fight poverty and racism, empower clients, and improve access to justice.
- J.D. degree after graduation from an ABA-accredited law school and admitted to practice law in Indiana.
- A minimum of 5 years of law practice experience, preferably serving low-income clients.



- Excellent interpersonal and communications skills; ability to work as a team member.
- Ability to work in fast-paced environment while remaining organized and handling multiple responsibilities.
- Strong attention to detail and accuracy.

COMPENSATION: Starting salary is \$77,773 with a range up to a maximum of \$115,767 depending on experience. If these duties are accepted, in conjunction with other duties there would be a process to arrive at a salary that addresses how much of the person's time is going to be spent on which duties.

TO APPLY: Apply via email to human.resources@ilsi.net by submitting a cover letter, your resume, and a list of at least 3 professional references with email addresses and telephone numbers. Applicants should explain in their cover letters how they would fulfill general counsel duties as well as the duties of their current position, including which responsibilities of their current positions they would curtail or reduce.