

Prosecuting Attorney for the 60<sup>th</sup> Judicial Circuit of Indiana

Clerical Support  
Child Support Division

Full Time Position

Non-Exempt

SUPERVISOR: Support/Establishment Supervisor

JOB SUMMARY: This position provides clerical support to the Child Support Division. This position is also the entry-level position for Case manager.

JOB DUTIES: Assist other child support personnel with administrative and clerical work by performing the following duties: preparation of legal papers and correspondence from forms, draft or dictated text; assist in copying documents pertinent to pending cases; managing calendars and reminders to meet deadlines; retrieving docket sheets and other necessary court records; filing correspondence and legal documents in office filing system and with appropriate courts or offices; provide front desk/receptionist/file manager coverage when needed; and perform other duties as assigned. Must be punctual and able to focus on work duties during normal work hours.

SKILLS: Strong customer service skills and positive team attitude; knowledge of modern office procedures and methods, including proficiency with telephone, fax, copy machine and computer, including typing 50 words per minute. Need working knowledge of business and legal format for preparation of letters, memoranda, minutes, reports, and document preparation. Must possess ability to establish priorities, work independently and with high level of organization, and proceed with objectives without supervision. Math computation skills are needed for success in this job. Must have the skill to handle and resolve recurring problems and work as an effective team member.

EDUCATION/EXPERIENCE: Mathematical, computer and office equipment competencies required for the Clerical Support position. This job is also an entry-level training position for Case manager positions, therefore a Bachelors degree, or equivalent work experience, is required.

WORK ENVIRONMENT: Interior office environment in close proximity to other employees and clientele accessing our services.