

Prosecuting Attorney for the 60th Judicial Circuit of Indiana

Establishment Casemanager
Child Support Division

Supervisor: Establishment Supervisor

Job Summary: Establish paternity and child support orders for the Title IV-D cases within their caseload as well as provide assistance to the legal staff for court.

Job Duties: Set up new cases on the computer system; maintain responsibility for individual caseload which includes: telephone, written correspondence, and in-person communication with parents, alleged parents; attorneys, state agencies and the general public; prepare and follow case management plan for each case; monitor and update cases; locate absent parties; assist deputy prosecuting attorneys in court; prepare cases for presentation in court; staff cases with attorneys; maintain case notes in statewide computer system; ensure computer accuracy between files, clerk and court records; assist in special projects as directed.

Skills: Knowledge of modern office procedures and methods including telephone communications, office systems and record keeping; knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports. Possess computer skills necessary to utilize multiple statewide computer systems and ability to input data accurately and timely. Ability to establish priorities, work independently and proceed with objectives without supervision; and ability to handle and resolve recurring problems. Need professionalism to handle interaction with parties and other agencies, including the possibility of hostile situations.

Education: College degree required

Work environment: Interior office environment in close proximity to other employees and also courtroom work as directed. Employee must be able to sit and perform common clerical tasks and carry files as needed.