

POSITION OPENING

Prosecutor's Office – IV-D Administrator

LaGrange County is seeking applications for a Full-Time IV-D Administrator with the Prosecutor's Office. The preferred candidate will be responsible for coordinating office operations, ensuring proper preparation, establishment, and enforcement of child support orders, and assisting IV-D Prosecutors with preparation of Court cases.

Duties include: Supervise office operations and personnel, operate Indiana State Enforcement Tracking System (ISETS), maintains court calendar and ensures Prosecutor is informed of all Court hearing.

Obtains detailed information from custodial and/or non-custodial parents to assist in the establishment of child support offers.

Provides testimony in legal proceedings / court as necessary

Completes and submits monthly, quarterly and annual budget statement / reports for state reimbursement and completes a variety of reports and audits for other government departments as required.

Attends continuing education workshops and meetings as needed

Requirements include: High School diploma or GED

Must be at least 21 years of age.

Minimum 6 years' experience of working in a child support office.

Complete knowledge of and ability to make practical application of Title IV-D policies and procedures, the Court system and related legal terminology and requirements. Ability to properly operate ISETS computer system.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to supervise personnel.

Ability to meet all Department hiring requirements, including passage of a drug test.

Must be able to communicate orally and in writing with co-workers, other County departments, and the general public for the purpose of exchanging information.

Interested persons may obtain an application at the Auditor's office in the County Annex Building located at 114 W. Michigan, St., LaGrange, Indiana 46761 or online at www.lagrangecounty.org.

Applications accepted in the Auditor's office or khooper@lagrangecounty.org until the position is filled. LaGrange County is an Equal Opportunity Employer.