

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC
BEGINNING JANUARY 27, 2026, THROUGH MARCH 27, 2026.**

(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

**JOB TITLE: Part-time Deputy Prosecuting Attorney
Child Support #13523**

Date Posted: January 27, 2026
Department: Prosecutor – Child Support
Hours: 29 hrs./week Part-time
Salary: \$54.47/hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as Part-time Deputy Prosecutor for the Prosecutor's Child Support Office, responsible for enforcing child support collection statutes and collecting child support for children.

DUTIES:

Represents the State of Indiana in child support collection cases.

Collaborates with other deputy prosecutors on child support needs.

Establishes the paternity of kids and sets minimum support orders.

Creates and improves procedures for establishing paternity and collecting child support obligations.

Conducts meets and maintains communication with attorneys, parents, alleged parents, children, and others involved in collection process.

Prepares cases for the Court process.

Supervises and directs IV-D Caseworkers, including planning/delegating work assignments, analyzing, training/developing/motivating staff, evaluating performances, recommending personnel actions, maintaining discipline, and recommending corrective action as warranted.

Reviews positions, recommends personnel actions including hiring and discharging assistants, interviews candidates for openings, provides orientation, analyzes staff's workload, and communicates and administers personnel programs and procedures.

Conducts and attends staff meetings.

Attends continuing legal education programs to maintain license requirements.

Reviews Indiana appellate cases concerning child support and family law.

Represents Prosecutor as requested in public forums concerning paternity and child support.

Responds to emergencies from off-duty status.

Testifies in legal proceedings as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Doctor of Jurisprudence and license to practice law in Indiana.

Thorough knowledge of federal, state, and local laws and ordinances concerning IV-D child support enforcement, with the ability to effectively administer Department operation, counsel clients, and prepare and argue cases before the court.

Complete knowledge of standard legal procedures and practices of Wayne County Courts and Prosecutor's office, with ability to facilitate court proceedings and coordinate IV-D services.

Ability to properly operate a variety of standard office equipment, including a computer, VCR, and tape recorder.

Working knowledge of English grammar, spelling and punctuation, and ability to write and edit detailed reports.

Ability to effectively communicate orally and in writing with co-workers, judges, other County departments, state and county Office of Family and Child, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to supervise and direct assigned staff, including planning/delegating work assignments analyzing workload, reviewing positions, interviewing, making hiring decision, orientating, establishing work goals, training/developing/motivating staff, evaluating performance, recommending personnel actions, maintaining discipline, and recommending corrective action as warranted.

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

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to count, compute and perform arithmetic operations.

Ability to compile, collate, or classify data, analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place and make determinations and fabricate data to discover facts or develop concepts or interpretations.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to present findings in oral or written form, file, and post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment..

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to testify in legal proceedings/court.

Ability to plan and layout assigned work projects and plan and present public presentations.

Ability to occasionally work extended hours, weekends and evenings and travel out of town for training, seminars, and court appearance, sometimes overnight.

Ability to occasionally respond to emergencies from off-duty status

II. DIFFICULTY OF WORK:

Incumbent prosecutes law offenders in accordance with legal requirements, exercising judgment to effectively research and investigate cases, prepare and argue cases before the court, and ensure most appropriate prosecution as individual cases demand. Incumbent's work involves a range of duties often requiring careful consideration of a variety of circumstances and involves multiple choices and interrelationships.

III. RESPONSIBILITY:

Incumbent assures proper enforcement of laws and legal requirements for Wayne County, including working with and/or investigating members of the public, and preparing and arguing cases before the court. Objectives of Incumbent's work are known, with highly sensitive and/or unusual cases discussed with Prosecutor as needed. Work is reviewed for soundness of judgment and technical accuracy. Errors in incumbent's work are primarily detected through notification from other departments, agencies, or public. Undetected work errors could result in endangerment to self or others, inconvenience and loss of time and money to department, other agencies, or public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, judges, state and county Office of Family and Child, other county departments, and the general public for the purposes of exchanging information and ideas, explaining and interpreting policies and procedures, instructing, and guiding others.

Incumbent reports directly to the Prosecuting Attorney.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the courtroom, and outdoors/in the field involving sitting and walking at will, sitting for long periods, keyboarding, speaking clearly and hearing sounds/communication. Incumbent may work with or be exposed to violent or irate individuals. Incumbent occasionally works extended hours, weekends and evenings and occasionally travels out of town for training, seminars, and court appearances, sometimes overnight. Incumbent occasionally responds to emergencies from off-duty status.

**APPLY AT: Wayne County Government Human Resources
401 East Main Street,
Richmond, IN 47374**

Online: www.co.wayne.in.us

Wayne County is an Equal Opportunity Employer