

POSITION VACANCY

**APPLICATION WILL BE ACCEPTED FROM THE GENERAL PUBLIC BEGINNING
APRIL 16, 2021 AND ACCEPTED UNTIL POSITION IS FILLED.**

On-line: www.co.wayne.in.us

JOB TITLE: Part-time IV-D Assistant #13500

Date Posted: April 16, 2021
Department: Prosecutor
Hours: 29 hours/week
Salary: \$14.42/hr.

Incumbent serves as a Part-time IV-D Assistant for the Prosecutor's Office, responsible for establishing and enforcing child support obligations.

DUTIES

Answers telephone and greets office visitors, including answering questions and concerns, taking messages, and transferring calls to appropriate department or person.

Meets with and interviews assigned clients, including evaluating legal options and remedies available, drafts and prepares paternity petitions, petitions for child support, income withholding orders, contempt petitions UIFSA petitions, summons, subpoenas, and petitions for modifications of child support.

Inputs client information into database.

Manages child support case plans.

Initiates and requests investigations of child support complaints.

Compiles and reports information for State and Federal Departments of Child and Family Services as needed.

Schedules court hearings and completes necessary legal notifications.

Assists in monitoring child support/community corrections program.

Manages support issue communications with state, local and federal departments of public welfare, courts, employers, other jurisdictions, law enforcement and post office.

Monitors child support collections and investigates existing cases for compliance with terms of court-ordered support.

Serves as Case Manager for various case files, including appearing in court at hearings and trials, maintaining information on cases status. Prepares cases plans, court orders, pleadings, wage withholding notices and administrative notices.

Performs a variety of clerical and/or administrative support duties, including typing, filing, checking service of summons, and sending postal verification to try and locate absent parents.

May testify in legal proceedings/court.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Previous office experience in a legal setting preferred.

Working knowledge of office practices and procedures and legal terminology, and ability to apply such knowledge to a variety of processes, tasks, and operations.

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

Ability to properly operate a variety of standard office equipment, including a computer, typewriter, telephone, calculator, fax machine, postage meter and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, courts, State Child Support Agency, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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 compare or observe similarities and differences between data, people, and things.

Ability to compile, collate and classify data.

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

Ability to present findings in oral or written form and read/interpret detailed prints and sketches.

Ability to file, 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 apply knowledge of people and locations.

Ability to testify in legal proceedings/court as required.

Ability to count and make simple arithmetic operations.

Ability to plan and layout work projects.

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

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties with work priorities and schedules primarily determined by a flexible, customary routine, service needs of the public and supervisor. Assignments are guided by broad policies and/or general objectives. On rare occasions, decisions are made in the absence of specific policies and procedures. Errors in work are primarily detected or prevented through supervisory review, procedural safeguards, and notification from other departments, agencies, or the public. Undetected work errors could result in loss of time to correct error, and/or inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, courts, law enforcement agencies, State Child Support Agency, and the general public for the purpose of giving and receiving information.

Incumbent reports directly to the Deputy Prosecutor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing under 25 pounds, bending, pushing/pulling objects, crouching/kneeling, keyboarding, close and far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent may be exposed to or work with violent/irate individuals and may respond to situations involving potential physical harm to self or others. Incumbent occasionally works extended hours, evenings and weekends, and travels out of town for training, sometimes overnight.

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

Wayne County is an Equal Opportunity Employer