

The Indiana Prosecuting Attorneys Council (IPAC) seeks qualified applicants to join its staff as a Child Support Enforcement Administrative Assistant.

The IPAC is an independent judicial branch agency that assists in the coordination of the duties of the prosecuting attorneys of the state and their staffs. Additionally, the IPAC provides expert assistance to members of the Indiana General Assembly as they seek to adopt public safety and other legislation.

Duties and responsibilities are as follows:

- Meeting and conference scheduling, planning, preparation and coordination.
- Attendance at training and conference events to assist with registration, distribution of conference materials, and related duties.
- Taking minutes at meetings and preparing draft minutes.
- Making travel arrangements and preparing travel claims.
- Preparing correspondence, reports, assisting with the preparation of presentations, including creation of PowerPoint presentations, copying, collating and organizing materials for meetings and presentations.
- Communicating with other agencies and branches of government.
- Creating new files, filing of documents, scanning, copying, and mailing documents.
- Maintaining time records for federal reporting.
- Assist with IPAC website maintenance.

Applicants must possess excellent written and verbal communication skills and have general office support skills and experience. Proficiency in the Microsoft Office suite of applications is required.

Experience in Child Support Enforcement is preferred, but not required. Applicants must be available for occasional in-state travel.

The State of Indiana is an Equal Opportunity Employer. The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave. The salary for this assignment is commensurate with experience.

A resume and cover letter may be mailed to the Indiana Prosecuting Attorneys Council, Attn: Title IV-D Policy Liaison, 302 West Washington Street, Indianapolis, Indiana 46204. A resume and cover letter may also be submitted to [AmBurgher@ipac.IN.gov](mailto:AmBurgher@ipac.IN.gov).