



**Office of the Prosecuting Attorney
33rd Judicial Circuit
Noble County, Indiana**

James B. Mowery, Prosecuting Attorney

EMPLOYMENT OPPORTUNITY

POSITION: IV-D Caseworker
DEPARTMENT: Prosecuting Attorney's Office
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
STATUS: Full Time; Non-Exempt
COMPENSATION: \$46,860.00 annually
AVAILABLE: January 20, 2026

The Noble County Prosecuting Attorney's Office seeks to hire a IV-D Caseworker for the Child Support Division, this caseworker will be responsible for establishing paternity and/or child support orders and enforcing Orders of the Courts regarding child support, State owed funds, and arrearages.

DUTIES:

1. Holds appointments with parents, and/or provides written correspondence with custodial and noncustodial parents providing status and answering questions regarding case information,
2. Corresponds with Court staff, coordinating Child Support calendar with Courts' calendar to schedule Court hearings, and assists Deputy Prosecuting Attorney in Court hearings, including copying and filing legal documents with the Courts, and facilitating all child support related Court hearings.
3. Establishes paternity of children through DNA testing, and prepares legal documents as required for establishment and enforcement of child support, including preparing and negotiating agreements between parents.
4. Determines appropriate procedures and means of enforcing Court orders regarding child support on case-by-case basis.
5. Locates addresses and employers of various individuals ordered to pay child support.
6. Complies with Uniform Interstate Family Support Act (UIFSA's), establishing paternity and support for other states and/or registering their orders in Indiana for enforcement, including sending requests for other states to establish paternity and support for Indiana and/or register Indiana orders in their state for enforcement, and preparing necessary documents.
7. Prepares computations of arrearages owed in regards to child support, and collects reimbursement of State funds received by custodial parents on public assistance,
8. Performs data entry to meet State and Federal requirements.
9. Performs related duties as assigned.

JOB REQUIREMENTS:

- A. High school diploma or GED.
- B. Ability to meet all department hiring requirements, including passage of a mathematical and typing test.
- C. Working knowledge of standard office policies and computer software programs used by the department and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- D. Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and documents as assigned.
- E. Knowledge of basic electronic filing systems and ability to create and maintain accurate and complete files and records.
- F. Ability to effectively communicate orally and in writing, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- G. Ability to properly operate standard office equipment, including computer, copier, shredder, label maker, and telephone.
- H. 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.
- I. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form,
- J. Ability to compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.
- K. Ability to work alone with minimum supervision and with others in a team environment.
- L. Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.
- M. Ability to apply knowledge of people and/or locations.
- N. Ability to perform arithmetic calculations.
- O. Ability to occasionally testify in legal proceedings/court.
- P. Ability to occasionally travel out of town for training/conferences, sometimes overnight.

The application process will remain open until the position is filled. All potential applicants are encouraged to apply as soon as possible. The start-date for the position will be determined by the successful applicant, but may be as soon as January 20, 2026.

Please send resume and cover letter to: prosecutor@nobleco.gov

Inquiries regarding this opportunity may also be addressed to the above email.

Noble County is an equal opportunity employer.