

The Steuben County Prosecutor's Office is seeking a full time Deputy Prosecuting Attorney (IV-D). The primary responsibilities of this position will include enforcement of state child support regulations, criminal non-support cases and prosecution of juvenile offenses. Other responsibilities of this position include reviewing case reports; assisting law enforcement in investigations, including occasional on call duties; drafting and approving charges; conducting victim and witness meetings; representing the State of Indiana at depositions and in various court hearings such as: initial hearings, pre-trial hearings, bond hearings, evidentiary hearings, sentencing hearings, trials, and post-conviction hearings.

Qualifications:

- Doctor of Jurisprudence degree and a license to practice law in the state of Indiana
- Excellent written and oral communication skills
- The ability to work well with others as part of a team
- Ability to multi-task and manage a large volume of work
- Proficient computer and technology skills.

The initial annual salary for this position is \$84,930. This position includes a comprehensive benefit package that offers medical/prescription, dental & vision insurance and retirement benefits. This position also allows the applicant to qualify for Public Service Loan Forgiveness.

Please send resume, cover letter, and references to:

Nichole Upp, Office Manager

nupp@steubencounty.in.gov