

Position Description **Switzerland County Prosecutor's Office**

Position: Child Support, IV-D Administrator
Work Schedule: Courthouse Hours
Status: Full Time

Duties:

The Child Support, IV-D Administrator is responsible for assisting the Switzerland County Prosecutor's Office in the establishment and enforcement of child support under Title IV-D of the Social Security Act. This position prepares child support files and a variety of court pleadings as directed and performs other duties as assigned. The Child Support, IV-D Administrator is charged with maintaining court calendars, and assists with paternity establishment procedures, including scheduling appointments for DNA testing.

Additionally, this position enters, tracks, and updates case management and financial data in the Indiana State Enforcement Tracking System (ISETS). This position also assists with out-of-state child support orders using the Uniform Interstate Family Support Act (UIFSA). This position will require intensive training regarding the implementation of digital platforms ISETS.

The Child Support, IV-D Administrator is also required to interact with members of the public, and various agencies ranging from state agents, caseworkers, attorneys, and intra-county departments. The Child Support, IV-D Administrator is responsible for testifying, under oath, in legal proceedings as necessary. This position includes other duties as assigned.

Skills:

The Child Support, IV-D Administrator should have excellent written and oral communication skills. Applicants should be proficient in data entry programming, including, but not limited to, Microsoft Word and Microsoft Excel. Applicants must have the ability to multi-task and work with others in a team environment and must be able to follow office procedures. Applicants must be able to competently serve the public with respect. Importantly, applicant must abide protocol and absolute discretion in maintaining confidential information.

The ideal applicant should be able to manage fast-paced work in a dynamic environment using multiple digital platforms, and open and closed sources information.

Requirements:

Applicants must have High School Diploma or GED.
Applicants must have a valid driver's license

Please submit a resume, and cover letter to Ryan Marshall, Switzerland County Prosecutor at po@switzerland.in.gov