

POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA

POSITION: IV-D CASEWORKER
DEPARTMENT: PROSECUTOR
WORK SCHEDULE: M-F 8-4
JOB CATEGORY: Clerical

DATE WRITTEN: 02/02/16
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Oversees the management of Prosecutor's cases, researching, investigating, and preparing documents, under the direct supervision of the Prosecutor, IV-D Deputy Prosecutor's and the Administrator of the Prosecutor's office.

DUTIES:

Prepare cases for court.

Maintain all case files as assigned.

Assist Prosecuting Attorneys as directed.

Prepare dictation for Prosecuting Attorneys.

Prepare and make appropriate contacts for incoming withholding orders.

Prepare legal documents such as but not limited to Court orders, Petitions to Establish Paternity, Support Orders, Pleadings, Notice of Intent, Discoveries and other correspondence.

Calculate delinquency and child support.

Data entry, review and maintain the Indiana Enforcement Tracking System

Send out court date notifications and court orders.

Research such items as Clerk office's undistributed list, federal mandated address report, and unpaid past public assistance forms.

Work Indiana State Child Support Reports.

Work walk-in window, court check-in and court report on rotation basis as directed.

Answer multi-line telephone system and wait on clients when receptionist is unavailable.

Other clerical duties including but not limited to, maintaining Court calendars, answering questions, verifying information, setting appointments, filling out forms, opening cases and filing documents.

Work cases, assist in trials, and testify in hearings.

Assist clerk's office as needed.

Any and all other office duties deemed necessary by supervisors.

SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

RESPONSIBILITY: Computer, typing, and paralegal type skills are required for the completion of the duties of this job.

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

PERSONAL WORK RELATIONSHIPS: Ability to communicate tactfully, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, and sit, use hands and fingers, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed mostly in a standard office environment with moderate noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

YES NO

Applicant/Employee signature Date