

**FULL-TIME CHILD SUPPORT ADMINISTRATOR
HOWARD COUNTY, INDIANA
JOB DESCRIPTION**

TITLE: Title IV-D Administrator (Full-time)

DEPARTMENT: Prosecuting Attorney

REPORTS TO: Howard County Prosecutor

SUPERVISES: Administrative Staff

HOURS: 8:00 A.M. – 4:00 P.M. Monday to Friday

SUMMARY: Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for a variety of tasks involving case establishment, collections, and distribution of child support within the Child Support Division of the Prosecutor's Office.

This is a supervisory position and would be expected to work under minimal management supervision and instruction, and to exercise considerable independent judgment and initiative while supervising and coordinating the work of an organizational unit within the Child Support Division of the Prosecutor's Office.

Examples of Duties

Duties may include, but are not limited to, the following:

- Plans, prioritizes, assigns, supervises, and reviews the work of unit staff in various aspects of the child support program.
- Assists with interviewing and selecting assigned personnel.
- Provides and/or coordinates staff training in accordance with established policies and procedures.
- Works with employees to correct deficiencies; recommends and/or implements discipline and termination procedures.
- Assists in or personally conducts the more complex and/or sensitive investigations, functions, and research within assigned unit.
- Participates in the development and implementation of goals, objectives, policies and procedures for assigned area of responsibility; makes recommendations for changes and improvements to existing standards and procedures.
- Responds to inquiries and complaints from the public.
- Writes and reviews correspondence, various documents, and reports.
- Performs related duties as assigned.

EXPERIENCE/QUALIFICATIONS: Experience in the legal field and IV-D Child Support will be taken into consideration. Must be knowledgeable in computer skills including Word, Excel and general secretarial skills. Must be able to handle responsibilities and tasks efficiently. Must have the ability to work well with the public in person or by telephone.

EDUCATION: High School education with a preference of related experience.

**To apply for the position, please submit Resume to the Howard County Prosecutor's Office, 104 N. Buckeye Street, Room 208, Howard County Court House, Kokomo, IN 46901, Attention Paige Kaufman, Administrator.
Equal Opportunity Employer**