

## CHILD SUPPORT CASE MANAGER

**POSITION:** CASE MANAGER

**DEPARTMENT:** JCPO

**DIVISION:** CHILD SUPPORT

**WORK SCHEDULE:** 8:00-4:30 M-F

**DATE WRITTEN:** 08/11/2023

**STATUS:** FULL-TIME

The Johnson County Prosecuting Attorney's Office is seeking a dedicated and hard-working individual to serve as a full time Child Support Case Manager. The ideal candidate must be well-organized, able to manage a large volume of work, and work well in a team environment.

### Job Requirements:

- Prior experience in a legal field preferred.
- Working knowledge of County Court system.
- Ability to use correct grammar, spelling and punctuation as well as basic arithmetic.
- Ability to understand and follow oral and written instructions and work independently and with others in a team environment.
- Ability to work with computers and hardware.

### Job Functions:

- Learn and use ISETS and Invest.
- Maintain paper and/or electronic IV-D case files.
- Answer and return phone calls promptly.
- Aid in the establishment and enforcement of paternity and/or child support orders.
- Draft court pleadings for Prosecuting Attorney's signature and e-file the documents into cases.
- Prepare and update IV-D files and any documents needed for court hearings.
- Communicate with the public and court staff.

The initial salary for a qualified candidate is approximately \$44,000.

Please send resume, cover letter and references to Jennifer Pinnick, Child Support Deputy Prosecutor at [jpinnick@co.johnson.in.us](mailto:jpinnick@co.johnson.in.us).