

1/27/2025

EMPLOYMENT OPPORTUNITY NOTICE POSTED

Position Available: IV-D Caseworker—Full time or potential hourly part time

Location of Opening: Tipton County Prosecuting Attorney Office Child Support Division, 101 E. Jefferson St., 4th Floor, Tipton, IN 46072

Job Description: The Tipton County Prosecuting Attorney's Office Child Support Division is seeking a qualified individual for a IV-D Caseworker position.

The position will start immediately.

The position will include, but is not limited to the following duties: preparing legal documents for deputy prosecutor; providing routine clerical support, to include answering phone calls and greeting walk-in participants; assisting participants with establishing paternity, support, and enforcing support; attending court hearings to assist the deputy prosecutor; and completing reports regarding case maintenance.

The ideal candidate will have the following qualifications:

- knowledge on Microsoft Word, Excel, and Outlook
- ability to operate basic office equipment, e.g. computer, copy machine, fax machine, scanner
- ability to communicate well, verbally, in person and on the telephone, and in writing with both the public and co-workers
- excellent organizational skills and attention to detail; the ability to maintain confidentiality
- strong ability to multitask

Available: Immediately

Submit: Please send resume and cover letter to: Carey Cavanaugh, Tipton County Prosecutor's Office, 101 E. Jefferson St., 4th Floor, Tipton, IN 46072 or email to: childsupport@tiptoncounty.in.gov