

## **Henry County**

### **IV-D Caseworker**

The Henry County Prosecuting Attorney's Office Child Support Division is seeking a qualified individual for a IV-D Caseworker position. The position will start Monday, July 10, 2023. 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; eagerness and the ability to learn multiple types of computer applications; the ability to operate basic office equipment, e.g. computer, copy machine, fax machine, scanner; the 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; and a strong ability to multitask. Prior child support experience and willingness to relocate to Henry County are preferred, but not required. Starting salary is \$35,364.00 plus county benefits. A copy of the job description is available upon request.

Please send resume and cover letter to:

Michael J. Mahoney

Henry County Prosecutor's Office

1215 Race Street, Suite 250

New Castle, IN 47362

or email to: [mike.mahoney@co.henry.in.us](mailto:mike.mahoney@co.henry.in.us)