

IV-D Caseworker Part-Time Position

Job Description: An individual who represents Starke County Prosecutor's office, who enjoys working with the public by providing confidential accurate, complete and up-to-date information about Child Support, in a courteous, efficient and timely manner. Individual will be asked to prepare legal papers and correspondence, manage calendars and reminders to meet deadlines, retrieve Court dockets and other necessary records, maintain electronically stored files and information, and file correspondence and legal documents. Multi-tasking skills are a must.

- Salary: Dependent upon experience and ability.
- Hours: Part-Time Position (25 hours per week).
- Resumes will be accepted through sderrickson@co.starke.in.us

Requirements:

- Minimum High School Diploma
- Must be able to pass a background check
- Good communication skills with other staff, public, courts and other county offices.
- Office experience preferred, but not required.
- Computer skills and the ability to learn new programs.
- Ability to work with other staff in a **high volume office**.