



MARION COUNTY PROSECUTING ATTORNEY

RYAN MEARS, PROSECUTOR

CHILD SUPPORT DIVISION

251 E. OHIO ST., SUITE 700

INDIANAPOLIS, INDIANA 46204

PHONE (317) 327-1800 • FAX (317) 327-1801

Establishment/Modification Unit Paralegal Position Child Support Division

Job Title: Establishment/Modification Unit Paralegal

Starting Salary: \$32,000.00 annually

Reports To: Enforcement Unit Administrator

Purpose / Scope: The Marion County Prosecutor's Office, led by Prosecutor Ryan Mears, is setting new expectations in the criminal justice system and is committed to a fair and equitable system. The Marion County Prosecutor's Office Child Support Division works to encourage non-custodial parents to take financial responsibility for the benefit of their children. A wide range of services are available for families, including paternity establishment, locating non-custodial parents, and modification and enforcement of child support orders. The Prosecutor's Office does not represent either party in a child support case or favor one side over the other. Our goal is to seek a just and fair outcome. The Establishment/Modification Paralegal will aid the custodial and non-custodial parents in establishing child support orders, medical orders and modifications for their case reflective of the office having a fair and equitable system. The Marion County Prosecutor's Office is seeking a well-qualified candidate whose diverse background reflects an ability to serve the community and pursue a fair and equitable child support system.

NOTE: All applicants will be given a math test as part of the hiring process. The math test given, must be successfully passed during the interview process in order to be considered for the position.

Responsibilities:

1. To assist the Deputy Prosecutors as needed in the office, court, as well as work in a team environment that exists throughout the office.
2. Return all phone calls within 24 hours.
3. Successfully complete a child support worksheet training class based on worksheet completion within the first 6 months of being hired.
4. Take periodic in-house re-training courses on preparing child support worksheets and successfully complete each re-training course in order to maintain employment as a litigation paralegal.
5. Initiate, review, and monitor cases for next appropriate establishment/modification actions.
6. Conduct paternity, support, Uniform Interstate Family Support Act (UIFSA), and modification interviews.
7. Coordinate with DNA Diagnostic Center (DDC) to have parties scheduled, tested and results of genetic tests submitted to court.
8. Process, Maintain, and follow up on local paternity and establishment case files,
9. Update information in ISETS on participants and employers as needed.
10. Work reports as needed.

11. Communicate with Non-custodial parents, Custodial parents, Employers, and court staff when necessary
12. Corresponding with courts, employers, parties, and other agencies.
13. Process and follow-up of outgoing Est. UIFSA and Est. RESP cases with corresponding jurisdictions and Custodial Parents.
14. Direct interaction with parties and court staff during court (In-person or virtual).
15. Attend court sessions
16. Prepare appropriate legal documents and correspondence.
17. Research, update and certify arrears orders and balances using various computer systems as well as the documents and information in the file
18. Research and prepare Pay History Details for use in office, court, other agencies, or public.
19. Create accounts and modify support orders in ISETS.
20. Process R & A request send appropriate letters gather all information for DPA
21. Work close with the DPA to prepare pleadings for Lambert and SSI modification
22. Make sure all follow up is complete.
23. Work cases from beginning until goal is accomplished.
24. Liaison with other agencies: Provide information and cooperation to facilitate the exchange of information as needed.
25. Maintain a spreadsheet of daily case activities.
26. Maintain excellent quality of work including making case notes and complete all work in a timely manner
27. Work all File Requests and Transfers weekly. Cite cases into court in a timely manner.
28. Prepare cases for court prior to the court date.
29. Complete all dispositions on cases after court within 24 hours. Complete follow up on all cases in court. This includes sending income withholding orders when possible. Completion of updated case information in ISETS and updating case information as needed.
30. Work all mail within 2 days of receipt.
31. Work worklist daily; then prioritize and work weekly
32. Participate in the planning and review of the section's goals as needed. Contribute to the effective and efficient daily operations of the Marion County Prosecutor's Office, Child Support Division through increased and ongoing knowledge of procedures.
33. Ensure that all work is completed in strict compliance with all applicable federal and state regulatory rules, laws, and guidelines, including IRS Publication 1075.
34. Abide by all policies and procedures set forth in the Marion County Prosecutor Office's Personnel Policies and Procedures Manual.
35. Be punctual and adhere to attendance policies.
36. Maintain a highly professional attitude and appearance. Must be a positive team player and work well with others.
37. Be enthusiastic about learning new skills and procedures.
38. Always possess a cheerful and energetic disposition, no matter how stressful the situation may be at times.
39. Additional duties as assigned.

Job Knowledge, Experience, and Skills Required:

- Excellent oral and written communication skills. Must work well with the public and maintain a proper public image.
- Ability to work with a diverse group of people.
- Must manage time well, work efficiently and set appropriate priorities on work to be undertaken. Ability to work quickly and accurately under time and situational pressures. Must have organizational skills and have initiative to foresee the daily needs of the section.

- Ability to work independently. Must be dependable and responsible.
- Excellent attendance record.
- College degree preferred, High School Diploma or equivalent required.
- Demonstrated leadership ability in present and past positions; demonstrated ability to maintain sound and effective relationships with peers.
- Prior experience in Child Support, a plus.
- Applicant must be a Marion County Resident at time of hire or willing to relocate to Marion County within 6 months of accepting the position.

It is the policy of the Marion County Prosecutor's Office to provide equal opportunity in employment to all employees and applicants for employment. We seek to recruit talented employees representing diverse backgrounds and perspectives to serve as advocates for our community, and we invite all qualified applicants to apply. No person is to be discriminated against in employment because of race, color, sex, religion, age, national origin, disability, sexual orientation, gender identity, genetic information, or veteran status.

Full-time employees are eligible for a [comprehensive benefits package](#) including medical insurance, benefit leave and paid holidays, and annuity savings account through the Public Employees Retirement Fund (PERF).

8/30/21