

DeKalb County Prosecuting Attorney is seeking a full-time Child Support Enforcement Intake Officer

This office is committed to establishing child support orders, collecting child support payments and enforcement of child support orders for the children of DeKalb County. We welcome individuals dedicated to the same mission.

Job Duties:

- Answer multi-line phones
- Assist walk-in clients
- Process enrollment forms and other case-related documents
- Manage child support enforcement cases by using the Indiana State Enforcement Tracking System (ISETS)
- Interview and work with custodial parents to initiate and follow up on enforcement actions
- Work with secure tax information
- Assist with reports and administrative duties of the office
- Any other clerical duties that may be required by the office
- Professionally handle incoming inquiries to the office from the public and from the parents

Skills/Qualifications:

- Familiarity with the legal system
- Accurate math skills
- Be a team player: must work well with co-workers
- A strong work ethic
- Ability to multitask, prioritize and problem solve
- Professional demeanor
- Use Word, Excel and case management software and the commitment to learn as computer requirements change
- Abide by the confidentiality and loyalty requirements of the office

Hourly wage starts at \$21 per hour up to \$27 per hour depending on experience, 35 hours a week. Hours are 8:00 a.m. to 4:00 p.m. Monday through Friday with an hour lunch but must be flexible to meet the needs of the department.

What can you expect when you work for DeKalb County Government?

- Competitive pay
- Benefit package – medical, dental, vision, Rx, STD, Life/AD&D insurance
- Retirement Plans
- Paid Time Off
- Direct deposit

Interested applicants should apply by e-mailing your resume referencing “Child Support Enforcement” to careers@co.dekalb.in.us by 4 PM on April 3, 2025.

Employment contingent upon passing the IRS Background Check that includes FBI fingerprinting, local law enforcement check, and citizenship/residency check to validate eligibility to legally work in the U.S.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.