

NOTICE OF EMPLOYMENT OPPORTUNITY
FOR CHILD SUPPORT RECEPTIONIST/CASE MANAGER POSITION
GREENE COUNTY PROSECUTOR'S OFFICE

The Greene County Prosecutor's Office, Bloomfield, Indiana, seeks to hire a full-time Child Support Division Receptionist/Case Manager.

Incumbent serves as a Receptionist/Case Manager for the Greene County Prosecutor's Office Child Support Division, responsible for providing secretarial support to Division personnel, as well as ensuring proper preparation, establishment, and enforcement of child support orders under a smaller caseload assignment than a regular Child Support Case Manager, assisting IV-D Prosecutor with preparation of court cases, and taking actions necessary to meet and/or exceed level of performance and data reliability mandated by the State Child Support Bureau and the Federal Office of Child Support.

The position is based on a 35-hour work week, some overtime may be required.

Minimum Qualifications:

High school diploma or GED with minimum of two years' experience in administrative support position.

Possession of or ability to obtain Notary Public License.

Working knowledge of and ability to make practical application of Title IV-D policies and procedures, county court system and related legal terminology and requirements.

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard office procedures and computer software programs, including word processor, and internet, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, court/legal documents, and written reports as assigned

Working knowledge of basic bookkeeping principles, with ability to make arithmetic calculations, and accurately prepare, monitor and submit financial and statistical reports as required.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, and copier.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to effectively communicate orally and in writing with co-workers, other County, Welfare and court personnel, other county/state child support departments, attorneys and absent parents, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to competently serve the public with diplomacy and respect, including encounters with irate and/or hostile persons.

Ability to compile, analyze, and evaluate data, investigate complaints, and make determinations and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and testify in legal proceedings/court as required.

Ability to occasionally work extended and/or evening hours, and travel out of town for training, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Applications:

Interested persons should apply by January 26, 2026 by sending, or dropping off, the Greene County job application, along with a resume and references to:

Greene County Prosecutor's Office, 1 East Main Street, P.O. Box 428, Bloomfield, IN 47424

The Greene County job application can be found under the Employment Opportunities tab on the Greene County website at:

www.co.greene.in.us

Salary:

Position is an hourly position budgeted for 2026 at \$23.73 per hour.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.