

## **Deputy Prosecuting Attorney - *Child Support***

Position Summary: The Marion County Prosecutor's Office seeks attorneys dedicated to public service, public safety, and fairness and justice for all who interact with the child support system. Deputy Prosecutors carry a diverse caseload and appear on behalf of the State of Indiana in all IV-D matters in the Marion County Civil Court proceedings and Federal District Court Bankruptcy proceedings. An entry level Deputy Prosecutor is assigned to either an establishment or enforcement position in the Child Support Division.

### Benefits and Compensation:

- Representing the people of Marion County by having a positive impact on the community.
- \$72,000 annual base salary, plus benefits.
- Access to a FREE workout facility on site.
- Bike room onsite (card access controlled).
- The opportunity to participate in the Student Loan Assistance Program.
- 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).
- The ability to qualify for the Public Service Loan Forgiveness Program.

### Essential Job Functions:

- Managing a large caseload, covering the full range of establishment, modification, and enforcement functions.
- Mastering important related subjects, including administrative law, bankruptcy, liens, probate, contract, forfeiture, and interstate laws to ensure appropriate actions are taken as needed.
- Drafting special pleadings and documents as needed.
- Mastering the application of the Indiana Child Support Guidelines to determine appropriate, recommended child support orders in a fair and accurate manner.
- Understanding applicable rules, laws, and guidelines, including the Indiana Rules of Civil Procedure, Indiana Rules of Trial Procedure, and Rules of Professional Conduct.
- Mastering the statewide child support computer system and other applications needed to fully perform establishment, modification, and enforcement functions.
- Participating in various community events or meetings to meet and educate the public on the role of the Child Support Division of the Marion County Prosecutor's Office and address individual questions or concerns when possible.

### Agency and Expectations

- Follow the Marion County Prosecutor's personnel policies, particularly regarding confidentiality, sexual harassment, and usage of information technology resources.
- Maintain respectful and professional behavior and communication with the public, judicial and law enforcement personnel, and office staff.
- Complete work assignments and communicate with participants and IV-D agencies in a timely, accurate, and efficient manner.
- Attend trainings as directed.

- Other related duties as assigned.

#### Education and Experience

- J.D. Degree from an accredited law school and a member of good standing of the Indiana bar (or have a pending application).
- Applicants must also be admitted to the United States District Court for the Southern District of Indiana or secure admission within 60 days of accepting the position.
- Demonstrated commitment to public service and a strong academic record.
- Commitment to fairness and a strong work ethic, ability to manage a highly demanding workload, and sound problem-solving and decision-making skills.
- Prior work experience in family law, in the form of a clerkship, paid employment, or internship, is preferred, but not required.

\*Occasional supervision of student interns.

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.

If you would like to join our team of skilled prosecutors, all working toward the same goal of making Marion County a safer place to reside and ensuring justice is served for all, please submit a resume and cover letter to Michael McGuire, Deputy Prosecutor/Child Support Division Supervisor, to [mcpolegal@indy.gov](mailto:mcpolegal@indy.gov).