

Scott County

Child Support Caseworker

Scott County Prosecuting Attorney, Chris A. Owens, is seeking a full-time Child Support Caseworker/Legal Assistant to assist with the Title IV-D Child Support Program. This caseworker will prepare pleadings, proposed orders, summonses, and other legal documents involving paternity, child support, modification, and enforcement proceedings. They will prepare cases for court, calculate child support arrearages, and assist the deputy prosecutor with child support cases. They will maintain case information, balances, calendars, and court orders in ISETS. They will communicate in person, in writing, and by phone with the public and with child support participants.

Qualifications:

High school diploma or GED is required. Caseworker needs basic computer skills, basic mathematical ability, and attention to detail. Caseworker must maintain confidentiality and deal professionally with the public, including individuals who may be upset or angry. Caseworker must have the ability to perform routine office duties and operate standard office equipment. It is preferred that the caseworker have experience with ISETS and experience or training as a legal secretary or paralegal.

The annual salary is \$38,800 and county benefits are available.

Application: Scott County Employment Applications and the full job description are available from the Scott County Auditor's Office, Monday – Friday, 8:30 a.m. to 4:30 p.m. Completed applications must be submitted to the Auditor's Office by 4:30 p.m. on September 4, 2026.

Interested candidates should also submit a cover letter, resume, and references to:

Chris A. Owens, Prosecuting Attorney
chris.owens@scottcounty.in.gov