

**STARKE COUNTY
JOB DESCRIPTION
DEPUTY PROSECUTOR - PROSECUTOR'S OFFICE**

General Summary

Oversees the IV-D Office, which deals with the enforcement of child support orders and establishing paternity for participants, as well as the handling of misdemeanor criminal matters in the Knox City Court. The position will also provide support in low level felony (F6) cases in the Starke Circuit Court.

Essential Functions

1. Review Misdemeanor police reports and make filing decisions under the supervision of both the Prosecuting Attorney and the Chief Deputy Prosecuting Attorney.
2. Prepare for Court criminal court appearances to include Bench Trials, Jury Trials of Level 6 Felony cases, and Drug Court cases.
3. Prepare for Court appearances for IV-D cases to involve the establishment of paternity, the modification of child support for both paternity and divorce cases, and the enforcement of child support orders from both the State of Indiana and other states that are transferred here.
4. Meeting with law enforcement regarding assigned cases.
5. Assists both the Prosecuting Attorney and Chief Deputy as requested with trial preparation.
6. Researches and provides relevant information for cases pending and to be filed.
7. Meet with and/or interview witnesses and/or victims in cases that are assigned
8. Attend training regarding IV-D and criminal prosecution.
9. Assists other department personnel as needed or assigned.

Employment Qualifications

Education: Bachelor's Degree and Law School Degree from an accredited Law School

Experience: A minimum of Five Years Experience working in the field is preferred. It is not a requirement that the experience be in the criminal realm, but it is preferred.

Other Requirements: Must be licensed in the State of Indiana and possess a strong work ethic and a willingness to undertake work as required during the course of a trial. Must possess an ability to work independently or as a team, without daily close supervision. Applicants must be proficient with computer systems including Microsoft programming and Case Management Programs.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.