

The Indiana Prosecuting Attorneys Council (IPAC) seeks qualified applicants to join its staff as a Child Support Enforcement Staff Attorney.

The IPAC is an independent judicial branch agency that assists in the coordination of the duties of the prosecuting attorneys of the state and their staffs. Additionally, the IPAC provides expert assistance to members of the Indiana General Assembly as they seek to adopt public safety initiatives and other legislation.

Duties and responsibilities are as follows:

- Develop training modules in the subject areas for which prosecutors are responsible under the IPAC Cooperative Agreement with the Department of Child Services (DCS). The training will focus on a variety of substantive legal and procedural requirements, such as federal program requirements, trial practice skills, evidence, ethics, Child Support Guidelines, support orders and paternity, contempt, administrative and judicial remedies, and felony non-support.
- Present and work with the IPAC IV-D Subcommittee to coordinate training and presentation of the modules at conferences and training events such as the Joint CSB/IPAC Annual Title IV-D Conference, the IPAC Newly Elected Prosecutor Conference, the IPAC Summer and Winter Conferences, the CSB Fall Conference, and the IPAC Best Practices Workshops; prepare modules for electronic delivery via webinar.
- Assist special and senior prosecutors appointed in Title IV-D cases as needed and provide oversight, coordination, and training for enforcement of special prosecutor Title IV-D cases. Work with the CSB to coordinate all parties involved and ensure that the required services are timely provided.
- Implement a Mentorship Program for Title IV-D Deputy Prosecutors. This involves establishing program requirements as well as developing the necessary training and oversight to the mentors. Mentors will serve as a resource to new deputy prosecutors, and to those in need of assistance on Title IV-D enforcement questions. This program will supplement the guidance of the CSB field consultants, and will focus on the legal aspects of prosecutorial duties, detailed in the DCS/IPAC Cooperative Agreement.
- Assist the Title IV-D Policy Liaison and the Supreme Court Judicial Center in developing outreach initiatives to educate judicial officers on the Title IV-D program.
- Prepare summaries of court opinions and legislative changes impacting Title IV-D program enforcement for distribution to contacts in all counties; make summaries available to the CSB for posting on the CSR.
- Participate in the Domestic Relations Committee review of the Child Support Guidelines; represent IPAC on the CSB policy committee.

- Represent IPAC on the INVest System Stakeholder Committee; participate in procuring and implementing the INVest Child Support Enforcement System and other technology projects impacting a prosecutor's ability to carry out his/her duties.
- Assist with review of the Indiana Code and Administrative Code provisions relating to Title IV-D administration and draft necessary revisions for legislative consideration.

Required experience and skills are as follows:

- Knowledge of the federal and state Title IV-D program requirements, statutes, regulations, policies, and directives.
- Ability to develop and deliver continuing legal education materials.
- Ability to use and familiarity with the Indiana Support Enforcement Tracking System.
- Excellent research, writing, analytical, and public speaking skills.
- Management and leadership experience.
- Proficiency in Microsoft Office.
- The incumbent will be required to travel in and out of state for training and meetings.

Applicants must be a member in good standing of the Indiana Bar with a minimum of ten (10) years' experience working as a deputy prosecutor in the Title IV-D Child Support Enforcement Program.

The State of Indiana is an Equal Opportunity Employer. The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave. The salary for this assignment is commensurate with experience.

A resume and cover letter may be submitted to:

Indiana Prosecuting Attorneys Council  
Attn: Title IV-D Policy Liaison  
302 West Washington Street  
Indianapolis, Indiana 46204

A resume and cover letter may also be submitted to [AmBurgher@ipac.IN.gov](mailto:AmBurgher@ipac.IN.gov).