

## Jasper County

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### IV-D CLERK

Jasper County Prosecuting Attorney's Office is seeking a full-time IV-D clerk. The appropriate candidate will be responsible for meeting with child support clients and attorneys, maintaining documents, navigating electronic case document systems, testifying in Court, and other various tasks.

#### **Qualifications**

- Knowledge of the legal system.
- Excellent written and oral communication skills.
- Must be able to maintain confidentiality and sensitive material.
- Ability to organize and multi-task.
- Computer skills are necessary.

Salary position with county benefits. Jasper County is an equal opportunity employer.

*Submit Jasper County Application, resume, cover letter, and references to:*

Jasper County Prosecuting Attorney  
128 N. Cullen Street  
Rensselaer, IN 47978

Applications will be accepted until August 23, 2019.