

Child Support Cashier Job Description

- **Primary responsibility-Front Counter**
 - Process payments in cash with accuracy as to amount, change given, and case. **MUST** be comfortable handling CASH.
 - Print Payment History for general public and attorneys.
 - Provide account information to public and attorneys.
 - Provide general information concerning child support to general public.
- **Process new cases in ISETS/INvest**
 - Provide all parties with proper forms to complete to be entered into the program.
 - Provide all parties with info sheets and discuss important information such as how to make and receive payments with parties.
 - Enter all personal information into accurately.
 - Enter court orders into accurately.
- **Process mail**
 - Update information as provided (for example address changes).
 - Process requests-a payment history for example.
- **Process faxes received**
 - Update information as provided (for example address changes).
 - Process requests-a payment history for various social services example.
- **Answer phones**
- **Prepare daily deposit for Bank.**
 - Count both money tills each day and prepare the deposit to be taken to the bank.
- **Backup to both Juvenile and Mental Health clerks as needed**

Please contact Marc Toone, Chief Deputy Clerk, at mtoone@vanderburghgov.org or 812-435-5163 for additional information.