

## **Rush County Prosecutor's Office – Part-Time Child Support Division**

### **Position Available**

Part-Time; \$12.00 per hour.

The Prosecutor's Office seeks a part-time administrative assistant for its child support division. Position is flexible, up to 20 hours per week.

Hours available will be during Courthouse office hours, which are M-F, 8:00 a.m. – 4:00 p.m. Duties include receptionist, data entry, and other duties assigned by the Child Support Division. 90-day probationary period, drug screen and background check required.

The successful candidate will assist and work directly with the Administrator and Deputy Prosecutor. Qualified candidates will have prior secretarial experience, preferably in a legal or similar office, good public relations skills, with good organizational and computer abilities.

Resumes should be emailed to [chiefpa@rushcounty.in.gov](mailto:chiefpa@rushcounty.in.gov) or delivered to the Prosecutor's Office, 101 E. 2nd Street, Rm 317, Rushville, IN 46173 by 4:00 pm on September 28, 2018.

EQUAL OPPORTUNITY EMPLOYER