

**ADMINISTRATIVE ASSISTANT
RUSH COUNTY SHERIFFS OFFICE**

Full-time position available January 1, 2019. Position entails working directly with the Sheriff and Chief Deputy handling any and all details as assigned by the Sheriff.

Requirements include experience with computer programs such as Word, Excell and Power Point. Training will include learning new computer programs as well. Payroll, accounting and good math skills a must.

Good demeanor while dealing with the public both in person and on the telephone. Must be able to multi-task and work within time limits.

Requirement include:

- High School Graduate and U.S. Citizen
- Pass background check and random drug and/or alcohol testing
- Good verbal and written communication skills
- No Felony Convictions

Applications available at:

Rush County Sheriff's Office

131 East First Street, Rushville, Indiana

APPLICATIONS MUST BE TURNED IN BY NOVEMBER 9, 2018.

Interviews will begin the week of November 12, 2018.

NO TELEPHONE CALLS!

Rush County is an Equal Opportunity Employer

