

Rush County Sheriff's Office

Part-Time Administrative Receptionist

Rush County Sheriff's Office is now accepting applications for the position of Part-Time Administrative Receptionist

Position entails the following:

- Greeting and assisting all visitors entering the facility
- Primarily registering and management of Rush County Sex Offenders
- Billing and submission of Social Security and Department of Corrections paperwork on the 15th and 30th of each month
- Process and return of all civil documentation that needs served to local individuals
- Transfer and disburse documentation to and from the Rush County Courthouse
- Open and disburse all incoming U.S. Mail
- Perform duties of the Administrative Secretary in their absence as needed
- Approve and submit firearm licenses to the Indiana State Police
- Working hours up to 29 hours per week
- Starting hourly wage \$13.50

Requirements include:

- Good communication and computer skills
- Multi-tasking capabilities
- High School graduate
- Pass background check
- United States Citizen
- Ability to pass an alcohol & drug screen when requested
- Ability to pass 90-day probation period

Applications are available for pickup at:

**Rush County Sheriff's Office
131 East 1st Street, Rushville IN 46173
Rush County is an EOE**