

Rush County Prosecutor's Office

Position Available

The Prosecutor's Office seeks a secretary. Position is full-time with benefits.

Legal Secretary: Rush County Prosecutor's Office seeks full-time legal secretary; M-F, 8:00 a.m. – 4:00 p.m. 90 day probationary period; drug test and background check required.

Starting salary is \$18.49 per hour. Paid time off and benefits available after 90 day probationary period.

Qualified candidates will have prior experience in a legal or similar office, good public relations skills, with strong organizational and computer abilities.

Resumes must be emailed to HR@rushcounty.in.gov or delivered to the Prosecutor's Office, 101 E. 2nd Street, Rm 317 by 4:00 pm on March 15, 2024.

EQUAL OPPORTUNITY EMPLOYER