

Rush County Prosecutor's Office

Position Available

The Prosecutor's Office seeks a Child Support Administrative Assistant. Full-time with benefits.

Our office is open M-F, 8:00 a.m. – 4:00 p.m., and this position is 70 hours per two-week pay period. 90 day probationary period; drug test and background check required. Minimum high school diploma or HSE required.

Starting salary is \$19.23 per hour. 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 no later than 4:00 p.m. on December 30, 2024.

EQUAL OPPORTUNITY EMPLOYER