

Court Administrator for Superior Court

The Rush County Superior Court has an opening for a full-time Court Administrator.

Outlook, Word, Excel, scheduling and record keeping skills are required. Legal experience helpful but not required. Clean criminal background is required. The start date is estimated as February 10, 2025.

Hours are 8:00am to 4:00pm, Monday through Friday, with a one (1) hour lunch. May occasionally have to work outside of those hours depending on court schedule. Paid vacation days and government holidays. Rush County offers a full range of benefits for its employees along with a retirement plan available. Salary is \$22.57 per hour.

Applicants may send cover letter with resume electronically to: hr@rushcounty.in.gov or mail to Rush County HR Director, 101 E. 2nd Street, Rushville, IN. 46173. Deadline for submission is January 27, 2025. No phone inquiries or walk-in applications accepted. Rush County is an Equal Opportunity Employer