

## **Rush County Clerk's Office**

### **Position: Deputy Clerk**

The Rush County Clerk's Office is seeking an individual to fill a full-time position as a deputy clerk. The candidate must possess excellent communication skills, have a positive attitude and the ability to work well with others in an office environment. In this position, the majority of your day will be spent working with the general public as they come into our office and/or on telephone calls.

The candidate should have a working knowledge of Microsoft Word, Excel, and Outlook. In addition, they will be expected to learn all aspects of our case management system.

Primary duties include:

Working the front counter, assisting with intake of case/court filings, payments, completing applications for marriage licenses, general inquiries, and completing other general office duties as needed. This position will also be responsible for the general bookkeeping duties for the Clerk's Office. They will work closely with the Clerk of Court on processing claims, financial reports, doing daily check writing and deposit duties. As time allows, the candidate will be cross trained in other responsibilities within the Clerk's Office.

35 Hours per week (8:00am to 4:00pm daily).

This is a COMAT II position with the starting pay of \$19.23 per hour.

Benefits available after probationary period.

Resumes should be emailed to [clerk@rushcounty.in.gov](mailto:clerk@rushcounty.in.gov) and will be accepted through 4:00 p.m. on Tuesday, June 24, 2025.

Rush County is an Equal Opportunity Employer.