

Rush County Prosecutor's Office – Part-Time Child Support Division

Position Available

Part-Time; \$13.00 per hour.

The Prosecutor's Office seeks a part-time administrative assistant for its child support division. Position is flexible, up to 20 hours per week.

Hours available will be during Courthouse office hours, which are M-F, 8:00 a.m. – 4:00 p.m. Duties include receptionist, data entry, and other duties assigned by the Child Support Division. 90-day probationary period, drug screen and background check required.

The successful candidate will assist and work directly with the Administrator and Deputy Prosecutor. Qualified candidates may have prior secretarial experience, preferably in a legal or similar office, good public relations skills, with good organizational and computer abilities.

Resumes should be emailed to chiefpa@rushcounty.in.gov or delivered to the Prosecutor's Office, 101 E. 2nd Street, Rm 317, Rushville, IN 46173 by 4:00 pm on January 31, 2022.

EQUAL OPPORTUNITY EMPLOYER