Rush County Sheriff’s Office
Now Hiring
Position for a Part-Time Administrative Receptionist

Position entails the following:
• Greeting and assisting all visitors entering the facility
• Primarily registering and management of Rush County Sex Offenders
• Billing and submission of Social Security and Department of Corrections paperwork on the 15th and 30th of each month
• Process and return of all civil documentation that needs served to local individuals
• Transfer and disburse documentation to and from the Rush County Courthouse
• Open and disburse all incoming U.S. Mail
• Perform duties of the Administrative Secretary in their absence as needed
• Approve and submit firearm licenses to the Indiana State Police
• Working hours up to 29 hours per week (maximum of 58 hours over 2 weeks)
• Starting hourly wage, based on experience, $13.50 - $16.00, Increases with certified training and months of service

Requirements include:
• Good communication and computer skills
• Multi-tasking capabilities
• High School graduate
• Pass background check
• United States Citizen
• Ability to pass an alcohol & drug screen when requested
• Ability to pass 90-day probation period

Applications are available for pickup at:
Rush County Sheriff’s Office
131 East 1st Street, Rushville IN 46173
Monday – Friday from 8:00 a.m. – 4:00 p.m.
Or
Email: sheriffadmin@rushcounty.in.gov
To request an application via email
**Rush County is an EOE**