



**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 15<sup>th</sup> and 30<sup>th</sup> 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](mailto:sheriffadmin@rushcounty.in.gov)**

**To request an application via email**

**\*\*Rush County is an EOE\*\***