

Rush County Sheriff's Office
Full-Time Administrator

**The Rush County Sheriff's Office is now accepting applications for the position of
Full-Time Administrator**

****APPLICATIONS WILL BE ACCEPTED UNTIL June 23, 2023****

Position entails the following:

- Supervises and directs assigned office personnel, establishing specific work goals and providing instruction/guidance.
- Serves as Payroll Clerk for Sheriff's Office and Jail division, including but not limited to; preparing and processing department payroll vouchers, tracking employee's time sheets and anniversary dates, ensuring payroll is started and processed in timely manner, calculating uniform allowance, and calculating payroll numbers and collecting hours worked.
- Serves as bookkeeper/accountant for the Department, including but not limited to; preparing claims for payment and approval by the commissioners, maintaining and balancing cash book, reconciling checking accounts and bank statements, receiving and receiving payments, invoicing inmate holds, issuing checks for cash bonds, tax warrant payments, and sheriff sale costs.
- Performs a variety of clerical duties for civil suits, including but not limited to; stamping incoming civil process documents, entering new civil cases in computer, establishing schedule for deputies to serve civil process documents, entering served status, entering returned status, and interacting with courthouse and local courts to provide service on civil suits.
- Performs A variety of administrative duties for sheriff sales of delinquent real estate and property, scheduling the sales, arranging publication of notices, conducting all sales, and collecting all sales payments per State Board of accounts policy.
- Serves as departmental administrator for the departmental computer and software by correcting errors, and providing information and training to users.
- Monitors and maintains inventory of office supplies and schedules service for jail and office equipment. Approves applications for gun permits after requesting and reviewing required legal and background checks.
- Maintain and update the Sex Offender Registry as needed; complete annual and 90 day check-ins with Rush County Sex Offenders, as well as have knowledge in the laws regarding the registration process.
- Performs other duties as required.
- Monday – Friday; 8am- 4pm
- Starting pay \$19.50hr with potential increase with experience.
- 120 hours PTO after 90-day probation period for your first year of employment
- Two weeks paid vacation with sick, personal & holiday time off after one year
- Health/Vision/Dental Benefits/HSA
- Retirement Benefits

Requirements include:

- High School Diploma or GED, with accounting and computer system experience preferred
- Must be 21 years of age
- Knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Knowledge of an ability to make practical application of basic bookkeeping principles including collecting payments, making receipts, accurately recording transactions, and processing payroll
- Knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and reports.
- Ability to supervise and direct assigned of office personnel including establishing specific work goals and providing instruction/guidance.
- Ability to type with speed and accuracy and properly operate a variety of standard office equipment
- Ability to effectively communicate orally and in writing with coworkers, other county departments, law enforcement agencies, vendors and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to provide public access to or to maintain confidentiality of department information and records according to state requirements.
- Ability to comply with all employer and department policies and work rules, including but not limited to; attendance, safety, drug free workplace and personal conduct.
- Ability to competently serve the public with diplomacy and respect including occasional encounters with irate/hostile persons.
- Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.
- Ability to coordinate, place and make determinations of data such as preparing payroll and submitting claims.
- Ability to work alone and with others in a team environment with minimum supervision.
- Ability to multi-task and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to occasionally work extended hours and travel out of town for training, sometimes overnight.
- Pass Background Check
- United States Citizen
- Ability to Pass an Alcohol & Drug Screen When Requested
- Ability to Pass 90 (ninety) Day Probation Period

Interested applicants may request application via email at sheriffadmin3@rushcounty.in.gov
or pick up an application packet at the Sheriff's Office located at
131 E. 1st St. Rushville, IN 46173

****The Rush County Sheriff's Office is an EOE****

