

Rush County Recorder's Office - Part-time clerical position

Part-time position available:

Hours will be flexible, up to 28 hours per week during regular business hours, Monday-Friday, 8:00 am - 4:00 pm.

Must be dependable; able to work with the public, in person and over the phone; have basic computer knowledge; and be willing to learn our computer program.

There is a 90-day probationary period; drug screen and background check are required.

Resumes should be **emailed** to recorder@rushcounty.in.gov, or **mailed** to Rush County Recorder, 101 E 2nd St, Room 208, Rushville IN 46173, by 4:00 pm November 14, 2025.

EQUAL OPPORTUNITY EMPLOYER