

Rush County Recorder's Office - Full-time deputy position

Full-time position available:

The primary function of the Recorder's Office is to preserve a variety of documents and legal instruments ranging from mechanic liens, mortgages, deeds, and military discharge documents for future recoupment.

Hours are Monday-Friday, 8:00 am - 4:00 pm.

Must be dependable; able to work with the public, in person and over the phone; have 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 September 4, 2026.

EQUAL OPPORTUNITY EMPLOYER