

NOBLE COUNTY CLERK'S OFFICE

FULL TIME JOB OPENING

The Noble County Clerk's office has a full-time job opening for the Circuit and Superior deputy clerk's position. Hours are Monday through Friday 8:00 AM – 4:00 PM and include benefits such as retirement, health, dental and vision.

DUTIES:

- Processing new case files as required by department regulations and updating case information for civil and criminal cases.
- Retrieves files for courts, research, or customers and assists customers with copy requests.
- Issues warrants and/or criminal summons to sheriff for service and records return of Sheriff service.
- Performs data entry of records of judgment for Circuit and Superior Court
- Assesses civil judgments, maintains surety bonds, and figures interest on mortgage foreclosure cases for the Courts
- Assists with election duties as needed.

JOB REQUIREMENTS:

- High School Diploma or GED
- Working knowledge of standard policies, and legal requirements of the department.
- Knowledge of basic filing systems and ability to maintain accurate and complete departmental files and records.
- Ability to effectively and communicate orally and in writing with co-workers and other county departments, attorneys, and the public
- Ability to provide public access while maintain confidentiality of department information.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and to work rapidly of long periods.
- Ability to occasionally work extended hours during election periods.

Interested applicants should apply by completing the job application found on the Noble County Indiana website under employment information. Please send completed form to the Noble County Coordinator 109 N York St Albion Indiana 46701 or e-mail the forms to jackie.knafel@nobleco.gov by Friday September 18, 2026 at 3:30PM.