

NOBLE COUNTY CLERK'S OFFICE

FULL TIME JOB OPENING

The Noble County Clerk's office has a full- time job opening for the financial deputy in that office. The hours are from 8:00AM – 4:00 PM Monday – Friday and have benefits such as retirement health dental and vision.

DUTIES:

- Maintains court accounts and financial records.
- Prepares daily bank deposits, including balancing and recording totals.
- Maintains the trust account and processes checks, balances monthly bank statements and disburses money as ordered
- Processes judgement checks, maintenance checks, and bond checks
- Compiles data, prepared spreadsheets, and generates various reports.
- Processes 1099 forms
- Performs various clerical duties
- Assists with County Election process

JOB REQUIREMENTS:

- High school diploma or GED
- Knowledge of basic accounting and bookkeeping practices and principles and the ability to balance accounts and maintain accurate financial records.
- Working knowledge of standard office procedures and computer software programs
- Knowledge of basic filing systems and ability to create and maintain accurate and complete files and records.
- Ability to effectively communicate orally and in writing with co-workers, other county departments, local banks, State Board of accounts and the public.
- Ability to provide public access to records while maintaining confidentiality of department requirements.
- Ability to understand, memorize, retain, and carry out oral and written instructions
- Ability to occasionally work extended, week-end and/or evening hours and occasionally travel out of town for training and meetings.

ALL INTERESTED APPLICANTS SHOULD APPLY by filling out the Noble County Job application found on the Noble County Indiana website under employment information. Please send to Noble County Coordinator 109 N York St Albion Indiana 46701 or e-mail to jackie.knafel@nobleco.gov by Friday September 18, 2026 at 3:30 PM.

