

## FULL TIME JOB OPENING NOBLE COUNTY TREASURER'S OFFICE

Noble County Treasurer's Office has a full-time job opening with benefits. Hours are Monday-Friday 8:00AM – 4:00PM.

### DUTIES:

- Answers telephones and greet office visitors
- Collection and processing of tax payments
- Prints posted receipts to proper fund.
- Closes and balances cash drawers as required.
- Works with bankruptcy filings
- Maintains and process property tax clearance for alcohol license and mobile home permits
- Performs various clerical duties and researches address changes.

### JOB REQUIREMENTS

- High School diploma or GED
- Ability to meet all hiring requirements
- Working knowledge of standard accounting practices
- Knowledge of basic filing systems and ability to create and maintain accurate and complete files
- Ability to communicate orally and in writing with co-workers, other county departments, mortgage companies and the public
- Ability to provide public access while maintaining confidentiality of department information and records.
- Ability to work alone with minimum supervision
- Ability to work on several tasks at the same time and work rapidly for long periods of time.

Interested applicants should submit an application found on the Noble County website under employment information then to job postings and you can download an application, then send to the Noble County Coordinator @ 109 N York St Albion Indiana 46701 by Friday, January 30, 2026 at 4:00PM. Or you may e-mail your application to [jackie.knafel@nobleco.gov](mailto:jackie.knafel@nobleco.gov) by the same date and time.