

## JOB OPENING

### DEPUTY ASSESSOR NOBLE COUNTY ASSESSOR'S OFFICE

This is a full-time job in the Noble County Assessor's Office and is responsible for data entry, deed processing, sales disclosures, new construction and essential functions of the assessment of real, personal and mobile homes.

#### DUTIES:

- Assisting the public with requests and assessment questions
- Maintaining and updating property record cards
- Maintaining and updating sales disclosures information
- Entering data in the computer for new construction, removals, reassessments and/ or corrections

#### REQUIREMENTS

- High School diploma or GED
- Possession of or the ability to obtain Level Assessor/Appraiser certifications (ability to obtain a Level 1 Assessor's Certification within 1 year of employment)
- Knowledge of real estate assessment/appraiser techniques
- Working knowledge of standard office equipment
- Ability to maintain departmental files
- Ability to communicate orally and in writing with co-workers, other county offices and the public
- Ability to competently serve the public with diplomacy and respect.
- Ability to read legal descriptions and survey data
- Ability to occasionally work extended hours and travel out of town for meetings, training and conferences.
- Possession of a valid Indiana Driver's license and demonstrated a safe driving record.

Interested applicants should send an application (found on the Noble County Indiana website – Employment Information - Job postings - download application) and / or resume to the Noble County Coordinator @ 109 N York St Albion Indiana 46701 or e-mail your information to [jackie.knafel@nobleco.gov](mailto:jackie.knafel@nobleco.gov) by 3:30PM on Monday February 2, 2026.