

JOB OPENING
NOBLE COUNTY PLAN COMMISSION
FULL-TIME POSITION FOR COUNTY CODE ENFORCEMENT / OFFICE ASSISTANT

Noble County Plan Commission has a job opening for County Code Enforcement / Office Assistant as support staff to the Plan Director and Staff of the Noble County Plan Commission Office. This is a full-time position with competitive pay, retirement package, and medical, dental, and vision packages. Pay range based on experience and qualifications;

DUTIES:

- Direct assistant to the Zoning Administrator.
- Assist the public in person and over the phone.
- Adhere to the regulations outlined in the JTD, UDO, and State Code.
- Ability to attend and take minutes for public meetings.
- Serve as secretary for the Plan Commission and/or Board of Zoning Appeals, managing monthly meetings, documentation, packets, and archives, including review and archiving of approved petitions.
- Follow up on complaints submitted to the Plan Commission Office regarding potential violations against the Noble County Junk, Trash, Debris Ordinance (JTD) and/or the Unified Development Ordinance (UDO) promptly.
- Knowledge and/or the ability to learn legal requirements of the position.
- Maintain the office website, calendar, filing of documents, and assist the building department when needed.
- Able to keep conversations within the department confidential.
- Ability to participate in onsite inspections as required by the department head.

JOB REQUIREMENTS:

- High school diploma, GED, or 3 years of direct experience is preferred.
- Must be an effective and efficient communicator with co-workers, other county employees and offices, and the public.
- Knowledge and ability to work with general office software including Excel, Adobe, Word, Access, and willing to learn ArcGIS.
- Evening meetings; typically, 1 per month.
- Ability to work collaboratively and independently with minimum supervision.
- Ability to work on several tasks at the same time.
- Ability to decipher priorities in the workflow and meet deadlines.
- Willing to serve the public and offer support to staff.
- Will take on any additional assignments or duties assigned by the Zoning Administrator.
- Ability to pass a background check.
- Hold a valid Indiana Driver's License.

Interested parties can apply in person or by mailing a resume and cover letter to the Noble County Plan Commission in care of Jackie Knafel at 109 N York St., Albion, IN 46701, or by email to Jackie.knafel@nobleco.gov by Wednesday October 7, 2026 at 3:30 PM.