

NOBLE COUNTY SHERIFF'S DEPARTMENT

FULL TIME JOB OPENING – WARRANTS CLERK

The Noble County Sheriff's department has an opening for a full time warrants clerk. Hours would be 8:00 am – 4:00 PM Monday through Friday and benefits include health insurance, dental, vision and a retirement plan.

DUTIES:

- Enter county warrants and or body attachments into designated record system.
- Update warrant information including once served or recalled.
- Creates files for all new warrants.
- Verifies wanted persons and warrants through IDACS/NCIC
- Processes/coordinates incoming extraditions for the county
- Maintain log

JOB REQUIREMENTS

- High school diploma or GED
- Working knowledge of standard office procedures and basic computer skills
- Knowledge of standard filing systems and ability to create and maintain departmental files
- Ability to effectively communicate orally and in writing with co-workers, other County departments and members of the public
- Ability to provide public access to department information while maintaining confidentiality according to state requirements
- Ability to understand, memorize, retain, and carry out oral and written instructions.
- Ability to compile, coordinate and classify data, make determinations and take action based on data analysis.
- Ability to work alone with minimum supervision and work on several tasks at the same time.
- Possession of a valid Indiana driver's license and demonstrate safe driving records.

All interested applicants should apply using the Noble County job application located on the Noble County Indiana website, go to Employment information and download the employment application. Please send completed job application to Jackie Knafel, Noble County Coordinator, 109 N York St Albion Indiana 46701 or e-mail it to jackie.knafel@nobleco.gov by Friday September 4, 2026 at 3:30PM.