

## ***JOB OPENING***

### ***NOBLE COUNTY PROBATION/COURT SERVICES***

#### **Administrative Assistant**

Noble County Probation is seeking an Administrative Assistant for their Court Services office. This is a full-time position, 8 a.m. to 4 p.m. daily, Monday through Friday. Some evening work may be required or available.

The Administrative Assistant will be responsible for answering phones, greeting clients, coordinating probation officers' schedules, setting up and tracking client files, assisting in gathering data and creating reports for different state entities, handling confidential information, and other duties as assigned by the Chief or Assistant Chief Probation Officer. This job requires daily interaction with clients who are involved in the criminal justice system.

The successful applicant must have a minimum of a high school diploma, experience as an office assistant, and a willingness to work in a fast-paced and busy environment.

To apply, submit a resume and cover letter to: Jackie Knafel, Noble County Coordinator, 101 N. Orange Street, Albion, Indiana 46701. Resumes will be accepted through November 18, 2016.