

The Norwalk Municipal Court will accept applications for the full-time position of Municipal Court Clerical Specialist.

Qualifications for this position are:

Successful completion of secondary education or equivalent evidenced by diploma or certificate.

A minimum of one year of clerical experience is preferred. A background in civil experience is preferable but not required.

A combination of experience that provides excellent communication skills, computer/data entry, general business skills, writing skills and the ability to follow detailed instructions.

**Starting wage is \$18.58 hourly/\$1,486.00 bi-weekly plus benefits.**

Selected applicants will undergo a background check.

The deadline to complete and submit an employment application is **March 22, 2024 by 4:00 p.m.** Applications must be returned to Norwalk Municipal Court, 45 North Linwood Avenue, Norwalk, Ohio 44857 or email to [clerk@norwalkmunicourt.com](mailto:clerk@norwalkmunicourt.com)

A blank employment application can be found at [www.norwalkmunicourt.com](http://www.norwalkmunicourt.com) as well as [www.norwalkoh.com](http://www.norwalkoh.com) website under job listings.

The City of Norwalk is an Equal Opportunity Employer.



## APPLICATION FOR EMPLOYMENT CITY OF NORWALK, OHIO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

*(Please Print)*

Position Applied For:

Date of Application:

Last Name

First Name

Middle Name

Address

Street

City & State

Zip Code

Telephone Number(s)

Best time to contact you at home is:

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes

No

Have you ever filed an application with us before?

Yes

No

If yes, give date

Do any of your friends or relatives, other than spouse, work here?

Yes

No

If yes, state name, relationship, and department

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.

Yes

No

*All applicants for employment with the City of Norwalk are hereby NOTIFIED that they may be disqualified from certain positions within the City by reason of particular criminal histories.*

*If you have questions or concerns about such disqualification, please consult the position description for the particular position or the Clerk of the Norwalk Civil Service Commission*

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Comments: Include explanation of any gaps in employment.

---



---



---



---



---

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

---

---

---

---

List professional, trade, business or civic activities and offices held.  
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

---

---

---

---

**ADDITIONAL INFORMATION**  
Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

---

---

---

---

**SPECIALIZED SKILLS**  
List skills/equipment operated

---

---

---

---

<b>PERSONAL/PROFESSIONAL REFERENCES</b> <i>Do not include family members.</i>			
Name	Phone Number	Best Time to Call	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize the City of Norwalk to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for the use by the City of Norwalk as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contact by the City of Norwalk to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization or any attempt to comply with it.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(optional) SSN: \_\_\_\_\_

I certify that on \_\_\_\_\_ I witnessed the above signature.

Witness: \_\_\_\_\_