

Due to promotion, 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 knowledge of Court procedure 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 could range from \$22.03-\$23.02 hourly based on experience, plus benefits.

Selected applicants will undergo a background check.

The deadline to complete and submit an employment application is **February 27, 2026 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.

A blank employment application can be found at www.norwalkmunicourt.com as well as www.norwalkoh.com website under job listings.

The City of Norwalk is an Equal Opportunity Employer.