

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 preferrable 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](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.