



# 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.

---



---



---



---



---

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

---

---

---

---

**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members.*

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: \_\_\_\_\_



**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

---

**Position Title:** MUNICIPAL COURT CLERICAL SPECIALIST  
**Classification Title** 110202 Deputy Clerk of Court

---

<b>Office/Division:</b>	Municipal Court	<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	Municipal Court Judge	<b>Civil Service Status:</b>	Unclassified
		<b>FLSA Status:</b>	Exempt

---

**QUALIFICATIONS**

1. completion of secondary education or equivalent
2. coursework in data entry operations and general business
3. one (1) year clerical experience or equivalent

**LICENSURE OR CERTIFICATION REQUIREMENTS**

1. Must possess or obtain a Notary Public Commission for the State of Ohio within three months of hire.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\* Indicates developed after employment)**

**Knowledge of:**

1. the Ohio Revised Code related to the handling and processing of legal documents \*
2. office practices and procedures
3. English grammar, spelling and punctuation

**Ability to:**

1. collect, analyze, and interpret data
2. follow detailed instructions
3. file materials in alphabetical, numerical, and chronological order
4. calculate decimals, fractions, and percentages
5. communicate effectively
6. develop and maintain working relationships with associates, other professionals, and the general public

**Skill in:**

1. operation of standard business office equipment and software

**ESSENTIAL FUNCTIONS OF THE POSITION** For purposes of 42 USC 12101

1. Performs a variety of precise and technical clerical tasks to ensure the proper processing of Municipal Court documents; prepares receipts for money received; mails receipts; issues summonses; transfers and records information from one form or document to another.
2. Types various documents; enters data into court computer; calculates totals for costs, fines, trusteeships, judgments.
3. Receives and responds to inquiries from defendants, attorneys, police officers, and the general public.
4. Verifies certified payrolls from City contractors meet prevailing wage rates.
5. Demonstrates regular and predictable attendance.

---

**Position Title:        MUNICIPAL COURT CLERICAL SPECIALIST**

---

**OTHER DUTIES AND RESPONSIBILITIES**

1.    Performs other duties as assigned.

**EQUIPMENT OPERATED**

1.    standard business office equipment

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1.    exposure to chemicals found in an office environment
2.    occasional hostility from the general public

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.