



# Perrysburg Municipal Court

**Carrie L. Mancuso**  
Clerk of Court

**Judge Aram M. Ohanian**  
300 Walnut Street  
Perrysburg OH 43551-1455  
Phone: 419.872.7900/Fax: 419.872.7905  
[www.perrysburgcourt.com](http://www.perrysburgcourt.com)

**Scott T. Howard**  
Court Administrator/  
Chief Probation Officer

**Notice:** Position Vacancy/Job Opening  
**Division:** Perrysburg Municipal Court  
300 Walnut Street  
Perrysburg, OH 43551

**Classification:** Deputy Clerk/Probation Department  
**FLSA Status:** Non-Exempt  
**Exemption Type:** N/A  
**Civil Service Status:** Unclassified  
**Employment Status:** Full-Time  
**Reports to:** Chief Probation Officer/Court Administrator  
**Hourly Rate:** \$16.00

## **Minimum Qualifications:**

The applicant must possess a High School Diploma, a General Equivalency Diploma (G.E.D.) or equivalent. Formal education beyond high school is preferred, but not required. The applicant must be able to read, perform basic mathematics, collect and record money, type, data process, and have familiarity with basic word processing and data entry.

## **Job Characteristics:**

The applicant must provide exceptional customer service. The applicant must assist individuals conducting business at the Court and complete and file any necessary documentation.

## **Essential Duties and Responsibilities:**

The applicant must be able to communicate and assist individuals appearing at the Court, collect and process fees, process documentation and answer telephonic inquiries as necessary. The applicant must demonstrate proper attendance and timeliness in reporting for work.

The applicant must be able to perform duties and responsibilities specific to the Deputy Clerk/Probation Department: process daily probation supervision reviews, collect and record restitution payments, schedule hearings with attorneys and defendants, input scheduled hearing dates, assist with applications for driving privileges, prepare warrants, prepare commitment documentation, be able to be LEADS/NCIC certified and maintain their LEADS/NCIC certification.

The applicant must be able to perform other duties as assigned and directed by the Judge, Chief Probation Officer/Court Administrator and/or Clerk of Court.

The applicant must be able to participate in any training deemed appropriate by the Judge, Chief Probation Officer/Court Administrator and/or Clerk of Court.

**Compliance:**

The applicant must comply with local, state and federal laws, as well as policies and procedures of the Court. The applicant must seek guidance from their supervisor when unclear regarding instructions and direction.

**Cooperation:**

The applicant must be able to work cooperatively with the Judge, staff of the Court, attorneys, litigants, witnesses, victims and all other visitors to the Court.

**Physical Demands:**

The physical demands of the Deputy Clerk/Probation Department should not be considered job qualifications, but are illustrated here to assist the employer, employee and applicant to identify tasks that are required by the position, with or without a reasonable accommodation. Physical demands of the position require frequent sitting and standing for extended periods of time. The applicant should be able to move freely in order to obtain files and records and be able to lift files weighing up to forty (40) pounds. The applicant must be able to communicate in writing, in-person and on the telephone.

**Submission:**

Resumes and letters of interest may be submitted via standard mail, delivered to the Court or submitted via e-mail to:

Scott T. Howard  
Court Administrator  
300 Walnut Street  
Perrysburg, OH 43551  
PH 419-872-7927  
FX 419-872-7905  
[showard@ci.perrysburg.oh.us](mailto:showard@ci.perrysburg.oh.us)

**Deadline:**

Resumes and letters of interest will be accepted until 4:00 p.m. on 02-08-2021.