



# CHARDON MUNICIPAL COURT

111 Water Street · Chardon, Ohio 44024  
440.286.2670 · Fax: 440.286.2679



Judge · Terri L. Stupica - Clerk · Victoria L. Dailey - Bailiff · David Sotka

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## DEPUTY CLERK POSITION

Title: Deputy Clerk I

**Position:** This is entry-level clerical work in processing various legal documents and support of the everyday operations of the Court. This appointment is made and is under the supervision of the Municipal Court Clerk.

**Knowledge:** Skills and Abilities:

- Possess a High School Diploma or GED
- Prior court related experience desired and/or clerical/office experience
- Computer skills required
- Ability to establish and maintain effective working relations with attorneys, court employees, and the public
- Ability to communicate effectively, both orally and in writing

**Duties:** Include, but are not limited to the following:

- Responsibility for receiving, recording, and documenting financial transactions
- Preparing, recording and receiving correspondence, notices and other legal documents
- To serve and assist all those who use the Court with competent customer service

**Physical Demands:** Work is performed in an office setting, courtroom, or public counter and is essentially sedentary with occasional walking, standing, bending, and in addition - carrying objects less than 25 pounds such as papers and files. May require extended periods of sitting and computer use.

**Terms:** Full Time 40 hours per week  
Starting pay C-1/1 \$16.59

As part of the selection process, a candidate may be required to successfully perform exercises to test his or her knowledge of laws and regulations, writing ability, and understanding of the Court system. Candidates who have knowledge of a second language or American Sign Language should indicate on the resume and will be required to demonstrate those skills. The successful applicant will be required to undergo a criminal record check and may be required to undergo a background investigation.

Employees of the Court are at-will employees and serve at the pleasure of the Court: they are not in the classified civil service system and are not members of bargaining units.

Applications and Resumes should be submitted at Chardon Municipal Court, 111 Water Street, Chardon and will be accepted until Wednesday –April 14, 2021 at 4:30 p.m.

The City of Chardon is an Equal Opportunity Employer.



# CITY OF CHARDON

## Employment Application

(Please Print Clearly)

111 Water Street  
Chardon, OH 44024  
Phone: 440-286-2600  
[www.chardon.cc](http://www.chardon.cc)

### Applicant Information

#### PERSONAL INFORMATION

Today's Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Driver's License No: \_\_\_\_\_  
*Last First M.I.*

Present Address: \_\_\_\_\_  
*Street City State Zip*

Permanent Address: \_\_\_\_\_  
*Street City State Zip*

Home Phone: (\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you 18 Years or Older?  Yes  No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration status?  Yes  No

#### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Available Start Date: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you employed now?  Yes  No If so, may we inquire of your present Employer?  Yes  No

Have you ever applied for employment within the City of Chardon before?  Yes  No If yes, when and for what? \_\_\_\_\_

| EDUCATION             | NAME AND LOCATION OF SCHOOL | DID YOU GRADUATE?  | DIPLOMA/ DEGREE OR CREDIT HOURS |
|-----------------------|-----------------------------|--|---------------------------------|
| High School           |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| College/Univ.         |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| College/Univ.         |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| Trade/Business School |                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |

#### ADDITIONAL EXPERIENCE

Are there any other experiences, skills or qualifications which you feel would qualify you for work with the City of Chardon?

\_\_\_\_\_  
\_\_\_\_\_

**MILITARY EXPERIENCE**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, please explain: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Employed from: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?  Yes  No

**REFERENCES**

| NAME | ADDRESS | PHONE NUMBER | BUISNESS | YEARS KNOWN |
|------|---------|--------------|----------|-------------|
|      |         | ( )          | ( )      |             |
|      |         | ( )          | ( )      |             |
|      |         | ( )          | ( )      |             |

**DISCLAIMER AND SIGNATURE**

I certify that all the information in this application is true and complete. I acknowledge that if any false information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated.

In consideration of my employment, I agree to conform to the City of Chardon’s rules and regulations. I agree that my employment and compensation can be terminated with or without cause, with or without notice and at any time by the City of Chardon. I acknowledge and agree that the terms and conditions of my employment may be changed with or without cause and with and without notice at any time by the City of Chardon. I understand that only the City Manager has the authority to enter into any agreement for employment in writing, for any specific period of time, or to agree to terms and conditions contrary to the foregoing.

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

In case of an emergency, notify: \_\_\_\_\_ Phone: \_\_\_\_\_



**CITY OF CHARDON APPLICANT RELEASE FORM**

Are any of your relatives currently a City employee or serving on a City Board or Commission?  Yes  No

If yes, please name: \_\_\_\_\_

I, \_\_\_\_\_, currently residing at \_\_\_\_\_

have applied for employment with the City of Chardon. I have been advised and am fully aware that a representative of the City of Chardon will be conducting a thorough investigation of my background to assist in determining my suitability for this position. I realize that, in conducting this background investigation, officers will be making inquiries of, and requesting records from schools that I have attended; police or courts with whom I may have an arrest or conviction record; credit bureaus and/or firms that may have information regarding my credit record and/or financial standing/ present and previous employers; and any other persons who may be able to provide information about me.

I hereby consent to this investigation and waive all privilege and confidentiality that prevent provisions of law, school official, court, police agency, credit bureau, employer, firm or person, from disclosing any records or information they have concerning me which is requested or desired by the City of Chardon. I further consent to the Chardon City Manager or his representative being provided with a copy of any such record concerning me.

I recognize the right of the City of Chardon to treat, at its discretion, certain sources as confidential and its right to withhold from me or my agent the names of such confidential sources and information obtained therefrom.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin or other protected classification.*