



City of Perrysburg Administrative Assistant

SALARY	\$24.49 - \$31.01 Hourly	LOCATION	Perrysburg, OH
JOB TYPE	Full-Time	JOB NUMBER	2026-15
DEPARTMENT	Perrysburg Municipal Court	OPENING DATE	02/25/2026
CLOSING DATE	3/22/2026 11:59 PM Eastern		

Description

The Perrysburg Municipal Court was created by statute on January 1st of 1960. It is a court of limited jurisdiction that processes criminal, traffic and civil matters occurring within the Court's territorial jurisdiction. The Court serves the cities of Perrysburg, Rossford and Northwood, Perrysburg Township, Lake Township, Troy Townships and the villages of Millbury, Walbridge and Luckey. The Judge of the Perrysburg Municipal Court is the Honorable Aram Matthew Ohanian. He is the sixth Judge to preside over the Perrysburg Municipal Court since its inception.

Duties & Responsibilities

The Administrative Assistant is responsible for following Court policies, procedures, rules, regulations and administrative orders, as well as federal, state and local law. This position reports to the Judge and the Court Administrator. It is the responsibility of the Administrative Assistant to cooperate with co-workers, attorneys, witnesses, victims, law enforcement officials and correctional officials.

Example of Duties

Functions

The Administrative Assistant to the Judge serves the Perrysburg Municipal Court in varied roles. The position is supervised directly by the Judge and the Court Administrator respectively.

- Provide administrative assistance in the form of general clerical work, answering telephones, typing and processing documents on the Judge's behalf, maintenance of the law library, scheduling appointments, drafting correspondence, creating reports and performing other duties assigned by the Judge.
- Serve as a Deputy Bailiff in the Courtroom recording the events of the hearing on the Judgment Entry for the Judge's signature and assists in managing the flow of cases.
- Provide comprehensive support to the Judge, including oversight and coordination of all jury management functions.
- Coordinate and ensure compliance with all Supreme Court of Ohio requirements for visiting judges assigned to the Perrysburg Municipal Court.
- Assists the Clerk of Court's Office as directed by the Judge.
- Perform other related duties as delegated by the Judge.

Qualifications

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A qualified candidate for the position of Deputy Clerk should:

- Possess a High School Diploma, a G.E.D. or equivalent certificate.
- Possess a valid Operator’s License.
- Be able to legally work in the United States.
- Be able to read, write, perform basic mathematics, collect and record monetary transactions, type, enter, access and manipulate data.
- Be able to operate basic office equipment and have knowledge of basic computer operations.
- Be LEADS/NCIC-certifiable and able to pass a comprehensive background investigation.
- Be able to sit or stand for extended periods of time and be able to lift files or boxes up to thirty (30) pounds.

Knowledge, Skills & Abilities

- Knowledge and Understanding of Criminal and Civil Procedures;
- Ability to interact with the public in a professional and courteous manner ;
- Knowledge of principles of customer service;
- Ability to maintain confidentiality of sensitive information;
- Ability to process documentation in a thorough and efficient manner;
- Ability to audit own work and accept supervision;
- Knowledge of criminal database(s) (LEADS, NCIC, OCN, Accurint).

Supplemental Information

The City of Perrysburg is an Equal Opportunity Employer.

Due to the Public Records Laws in Ohio, properly redacted application materials cannot be kept confidential.

Employer

City of Perrysburg

Address

201 W Indiana Avenue

Perrysburg, Ohio, 43551

Phone

419.872.7870

Website

<https://perrysburgoh.gov/>