

Please Print

Date of Application:

*Middle*

Apartment/Unit #

ZIP Code

( )

NO

If yes, when?

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### Employment History

Provide your work experience starting with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. If you need additional space, please continue on the back.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

### Summary of Qualifications

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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### Additional Information

List professional, trade, business or civic associations and any offices held. Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.

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### References

Please provide 3 professional references who are not related to you.

|       |        |          |
|-------|--------|----------|
| Name: | Phone: | Address: |
| Name: | Phone: | Address: |
| Name: | Phone: | Address: |

### Applicant Statement and Signature

*I certify that all information I have provided in order to apply for and obtain employment with Defiance County is true, complete and correct. I agree and understand that omissions, misstatements and falsifications in my application or interview(s) will cause forfeiture on my part of all eligibility to any employment with Defiance County. I give Defiance County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Defiance County in providing relevant, job related information that will assist in this process. I expressly authorize, Defiance County, its representatives, members or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application.*

*I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Defiance County is of an "at will" nature, which means that I am free to resign at any time and Defiance County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Defiance County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.*

**Do not sign until you have read the above Applicant Statement.**

*I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.*

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



|                                                    |                       |
|----------------------------------------------------|-----------------------|
| <b>Subject: Public Record Clerk</b>                | <b>Policy Number:</b> |
| <b>Issue Date: 7-20-2026</b>                       | <b>Revision Date:</b> |
| <b>Approval Authority<br/>Title and Signature:</b> |                       |

**Classification Title: Public Record Clerk**

Employment Status: Full Time

Employment Classification: Unclassified

Reports to: Defiance County Sheriff; Civil Division Supervisor

Division: Civil

**Description:** Perform responsible administrative duties in support of Defiance County Sheriff's Office activities including data entry, processing and releasing records, and receiving and responding to questions from the public and outside agencies; to review and make determination regarding the release of information; and to perform other clerical duties in support of operations.

**Duties and Responsibilities**

An employee in this position may be called upon to do any or all of the following essential duties or responsibilities assigned by the supervisor:

1. Type reports, record other office documents for computer updating. Access, input, and retrieve information from a computer system.
2. Disseminate and file reports and other documents, establish and update file, and conduct inspections of records in accordance with Ohio State Statutes.
3. File, scan, and/ or destroy paperwork in accordance with established policies and procedures as necessary.
4. Review, verify, code, and /or classify incoming reports and documents.
5. Respond to questions in person and over the phone from members of the public in a professional and courteous manner.
6. Answer telephone, greet walk-ins, and respond to requests for information from a email account.
7. Maintain knowledge of current public records laws.
8. Accurately redact sensitive information from video footage in compliance with legal requirements and department policies.
9. Maintain the confidentiality and security of all redacted information.

10. Utilize technology and software to efficiently and accurately complete redactions
11. Collaborate with legal and administrative staff to identify and prioritize redaction needs.
12. Keep detailed records and documentation of all redactions for future reference.
13. Maintain knowledge of changes in redaction procedures and regulations in accordance to Ohio State Law.
14. Maintain a high level of accuracy and attention to detail in all tasks assigned.
15. Adhere to strict deadlines and prioritize tasks effectively.

**Knowledge:**

1. Modern office methods, practices, and equipment.
2. Standard business English with accurate grammar, spelling, punctuation, and sentence structure.
3. Business correspondence formats: record keeping and filing system methods.
4. Advanced uses of work processing, graphics, spreadsheets, database, redaction software, other computer software applications.
5. Knowledge of Ohio Sunshine law.
6. Knowledge of digital media.
7. Strong written and oral communications and relational skills.
8. Public relations and customer service.
9. Basic math skills for budget and other financial calculations.

**Minimum qualifications**

1. Possess a legal motor vehicle license
2. High school diploma or equivalent; technical training is preferred.
3. Pass a drug screen and physical examination

**Physical skills necessary**

1. Light work which may require picking up record boxes up to 50 pounds and moving them to and from shelf.
2. Fine motor skills: picking, pinching, typing, or otherwise working, primarily with fingers rather than with whole hand as in handling.
3. Grasping: applying pressure to an object with the fingers and palm.

4. Handling: picking, holding, or otherwise working, primarily with the whole hand.
5. Hearing: ability to receive detailed information through oral communication, and to make discrimination sound.
6. Mental Acuity: ability to make rational decisions through sound logic and deductive process.
7. Reaching: extending hands and arms in any direction.
8. Repetitive motion: Substantial movement of the wrist, hands, and/or fingers.
9. Visual Acuity: have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading. Including color, depth perception, and field vision. Able to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations.