**HUMAN RESOURCE OFFICER**

 Toledo Municipal Court

The Toledo Municipal Court Judges Division is seeking an enthusiastic, high-energy, people-serving individual for the position of Human Resource Officer. Knowledge of general employment law and excellent written and oral communication skills, required. Ability to correctly interpret and apply personnel policies and good organizational skills, required. Ability to establish effective working relationships with others in a demanding and fast-paced environment, required.

Bachelor degree in business, public administration, human resources or a related field, required. Three years of intensive human resource experience required. An advanced degree in business, public administration or law may be substituted for one year of experience. Prior experience with the court system or criminal justice preferred but not required. Potential candidates must pass a background check. Stating salary is $65,883.17. Full salary is $73,203.52.

Submit cover letter describing how you meet the qualifications outlined above and a resume by 4:30 p.m., February 8, 2021 to the Court Administrator’s Office, (Attn. HRO), Toledo Municipal Court, Judges Division, 2nd floor, 555 N. Erie Street, Toledo, OH 43604 or by email to tmchiring@tmcourt.org. Equal Opportunity Employer. For complete job description go to [www.toledomunicipalcourt.org/docs/](http://www.toledomunicipalcourt.org/docs/).