



**Montgomery County Common Pleas Court  
Juvenile Division**  
380 West Second Street  
Dayton, Ohio 45422-4240  
Fax (937) 496-6857

**NOTICE OF VACANCY: ADMINISTRATIVE SECRETARY I - CRB**

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**Notice Issued**            November 13, 2018

**Posting Period**        November 13, 2018 – December 7, 2018

**Department**           Citizens Review Board

**DISTINGUISHING JOB CHARACTERISTICS**

Provides administrative and clerical support for the CRB and its Manager/Referee. Entering data into the computer. Sort and distribute mail to appropriate staff, types letters and minutes. Prepares monthly mileage, parking, and telephone expense reports. Proofs reports, run expense tape and maintain inventory and records of facility equipment.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

**QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school degree, GED or equivalent with one year secretarial work experience.

The ability to pass a criminal background check. Valid Ohio Driver’s License and Insurance.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

**Position Location**    380 W. Second Street, Dayton OH 45422

**Salary:**                    \$12.16 hourly / \$25, 292.80

Applications will be accepted until 4:00 p.m. on the last day of the posting date.  
Interested candidates may submit application or resume with cover letter, Attention:  
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

**AN EQUAL OPPORTUNITY EMPLOYER**