



**Montgomery County Common Pleas Court  
Juvenile Division**

380 West Second Street  
Dayton, Ohio 45422-4240  
Area Code (937) 496-7707

**NOTICE OF VACANCY: ADMINISTRATIVE SECRETARY I – FULL TIME**

**Notice Issued**            January 24, 2018

**Posting Period**        January 24, 2018 – Until Filled

**Department**           Legal Department

**DISTINGUISHING JOB CHARACTERISTICS**

The primary characteristic of this position is that the employee provides administrative and clerical support for the Court Appointed Special Advocate (CASA) program. Duties include, but are not limited to; entering data into the computer, prepare files of new cases for the CASA/Guardian Ad Litem (GAL), assists with the process of appointing and an attorney/GAL, or CASA/GAL. Sort and distributes mail to appropriate CASA staff, answer phones, and mail out surveys.

**“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 coursework in secretarial science or related field, and three years related secretarial and administrative experience in a court system or related field. Intermediate knowledge of Microsoft Office software including Word, Excel, Access and PowerPoint. Demonstrable skill in typing 50 wpm.

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.

**Salary:**                    \$12.16 hourly

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**