



**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

Notice Issued November 27, 2018

Posting Period November 27, 2018 – December 7, 2018

Department Probation Services

DISTINGUISHING JOB CHARACTERISTICS

Provides clerical and administrative support for Probation Services unit operations. Employee is assigned to a work unit, including Community Based Services (CBS), Evening Reporting Center (ERC) and Juvenile Court Work Program, where specific clerical, typing and administrative assignments and responsibilities may vary. Illustrative duties are specified for the classification

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

QUALIFICATIONS

High school degree, GED or equivalent with two-years related secretarial experience. Good to Intermediate knowledge of Microsoft Office products such as: Word, Excel, and PowerPoint. Ability to type 50 wpm and to learn court processes.

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 3501 Merrimac Ave

Salary: Salary commensurate with education and experience.

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