



**Montgomery County Common Pleas Court  
Juvenile Division**

380 West Second Street  
Dayton, Ohio 45422-4240  
Fax (937) 496-6857

## **NOTICE OF VACANCY: DEPUTY CLERK OF COURTS**

**Notice Issued**                      October 19, 2018

**Posting Period**                    October 19, 2018 – Until Filled

**Department**                        Court Services

### **DISTINGUISHING JOB CHARACTERISTICS**

Performs clerical tasks related to the recording, processing and filing of case files and documents. Employees assigned to this classification may be assigned areas of responsibility, but may be reassigned, or may be required to assist in performance of other Deputy Clerk responsibilities at the discretion of the Clerk's Office Supervisor and Chief Deputy Clerk. Ability to lift boxes 25-30 lbs.

### **QUALIFICATIONS**

Associates Degree in Paralegal Studies or Criminal Justice preferred. High school degree, GED or equivalent, with one year related experience in operating a computer and data entry required. Demonstrable ability to analyze legal documents and enter data according to court process. Must be able to type 40 wpm. Ability to successfully pass a background check.

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.

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

**Position Location**                380 W. Second St.

**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**