



**Montgomery County Common Pleas Court
Juvenile Division**

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

NOTICE OF VACANCY: DEPUTY CLERK / COURTROOM SPECIALIST

Notice Issued November 04, 2019
Posting Period November 04, 2019 - Until Filled
Department Court Services

DISTINGUISHING JOB CHARACTERISTICS

Performs clerical tasks related to the electronic preparation, processing and journalizing of court entries, orders, legal service, and physical filing of case files/documents. Employees assigned to this classification may be assigned other areas of responsibility, and required to assist in performance of other Court Services' responsibilities at the discretion of the Director of Court Services, including the support of daily responsibilities of the Case Management Office and Clerk's Office. Understands general legal requirements and case processes within the jurisdiction of the Juvenile Court.

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

QUALIFICATIONS

Associate's degree in Paralegal or Criminal Justice program preferred; or high school diploma, GED or equivalent, with three years related experience in operating a computer, data entry and juvenile court processes. Demonstrate an ability to understand legal documents and live testimony for accurate entry preparation while maintaining a professional demeanor. Must be able to type 50 wpm, be proficient in the use of Word and the Juvenile Court System (JCS).

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 St.

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