



**Montgomery County Common Pleas Court
Juvenile Division**

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

**NOTICE OF VACANCY: PART-TIME DEPUTY CLERK/ MAIL-ROOM
SPECIALIST**

Notice Issued June 13, 2016
Posting Period June 30, 2017 - Until Filled
Department Court Services

DISTINGUISHING JOB CHARACTERISTICS

Performs clerical tasks related to the sorting and distribution of mail from the United States Postal Service and inter-office mail from the Montgomery County mail department. Responsible for the delivery of the Court's docket to the assigned Judge and/or Magistrate. Prepares and tracks fingerprint cards.

Employees assigned to this classification may be assigned other areas of responsibility, and may be required to assist in the 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 Juvenile Court jurisdiction.

*****ABILITY TO LIFT BOXES UP TO 30LBS*****

QUALIFICATIONS

High school diploma, GED or equivalent, with three years related experience in operating a computer, data entry and juvenile court processes. Have the ability to effectively utilize 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.

Salary: \$12.16 hourly (Eligible for salary increase upon completion of orientation.)

Applications will be accepted **until the position is filled.**

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