



**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**            August 10, 2018  
**Posting Period**        August 10, 2018 - 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 analyze legal documents and live testimony for accurate entry preparation. 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.

**Salary:**                    \$13.66 hourly (Eligible for salary increase upon completion of orientation.)

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**