



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Administrative Secretary II (Front Desk)

**Department:** Probation

**Posting Closing:** Until Filled

**Position Location:** 3501 Merrimac Ave Dayton, OH 45405

**Job Type:** Full-Time

**Salary:** \$17.68/hr

**Shift:** 1<sup>st</sup>

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Provides clerical and administrative support to the Probation Services Department at the Front Desk. This position assists with connecting visitors to the appropriate staff or program via in person or telephone.

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

### **QUALIFICATIONS**

High school degree, GED or equivalent including coursework or experience in production typing and general office practices. Ability to type 40 wpm

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.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

**CLASSIFICATION TITLE:** Administrative Secretary II (Front Desk)

|                    |                    |                          |                            |
|--------------------|--------------------|--------------------------|----------------------------|
| <b>FLSA STATUS</b> | Non-Exempt         | <b>EMPLOYMENT STATUS</b> | Full-time                  |
| <b>DEPARTMENT</b>  | Probation Services | <b>REPORTS TO</b>        | Juvenile Probation Manager |
| <b>PAY GRADE</b>   | A4                 | <b>WORK SCHEDULE</b>     | 40 hours per week          |

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

Answers the telephone, takes messages, transfers phone calls and provides information of a general nature. Mails and faxes documents, sorts and distributes mail, makes copies of various documents. Greets visitors, youth, parents and general public and connects them to the requested party.

Documents and maintains files on DNA and urinalysis for the Department as well as ensures these get uploaded into JCS.

Attends meetings and records and distributes minutes as needed for the Department.

Serves as the receptionist to Probation Department, and distributes mail. Answers inquiries from juveniles, families, agency representatives, victims, other Court staff, and individuals having business with the Court. Maintains high level of contact with Court staff and other agency directors.

Schedule Monday thru Friday 830am - 430pm; subject to change based on needs of the Probation Department.

Processes supply orders.

Maintains supply of departmental forms, and develops new forms and templates

OTHER DUTIES AND RESPONSIBILITIES

Additional duties as assigned by the Probation Director/Manager.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; telephone, typewriter, copier, fax machine, and other general office equipment

CONTACTS WITH OTHERS

General public; Attorneys; placement agency representatives; youth; parents

CONFIDENTIAL DATA

Juvenile social and delinquency/unruly history, personal files and records; medical, psychological and substance abuse reports; information regarding youth’s home and personal life; demographic information; Juvenile Court, Prosecuting Attorney’s and Juvenile Court Detention databases; Adult Probation PSIS; law enforcement police reports; DYS information; non-public information contained in personnel records; adult records via DPD, MCSO, and Ohio BCI record checks.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.*

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Court judicial system and process; secretarial science; office practices and procedures; English word usage, spelling, sentence structure and punctuation.

**Ability:** Maintains confidentiality of confidential and sensitive subject matter; works independently; exhibits a pleasant telephone manner; answers routine inquiries; establishes and maintains effective work relationships with associates and job contacts; files documents in alphabetical, numerical and subject order; word processing; operates general office equipment, and types 50 wpm.

**Skills:** Organization skills, Multi-tasking skills, Oral and Written Communication skills

Reviewed 07/01/2024

### QUALIFICATIONS

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### LICENSURE OR CERTIFICATION REQUIREMENTS

Notary Public (must obtain in first six months of employment)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.