



## Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



**Job Title:** Administrative Secretary II

**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 for Probation Services unit operations. Employee is assigned to a work unit within the Department to assist with Administrative duties for staff, where specific clerical, typing and administrative assignments and responsibilities may vary. Illustrative duties are specified for the classification

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

### **QUALIFICATIONS**

High school degree, GED or equivalent with two-years related secretarial experience. Good to Intermediate knowledge of Microsoft Office products such as: Word, Excel, and PowerPoint. Ability to type 50 wpm and to learn court processes.

The ability to pass a criminal background check. Valid Ohio Driver's License and Insurance.

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 Assistant II

<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Probation Services	<b>REPORTS TO</b>	Juvenile Probation Supervisor
<b>PAY GRADE</b>	A4	<b>WORK SCHEDULE</b>	40 hours per week
<b>CIVIL SERVICE STAU</b>	Unclassified		

#### DISTINGUISHING JOB CHARACTERISTICS

Provides clerical and administrative support to Probation Services Department and Administrative Team so administration can support staff helping at-risk children and families. Diverse clerical responsibilities evolve with the department’s needs such as assist administration, welcome and onboard new employees, input data, type reports, maintain records, assist with public presentation, help with projects, and more. Illustrative duties are specified for the classification.

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

#### 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.*

The Administrative Assistant provides diverse secretarial support to the Department and Work Program. Assistant welcomes public, professionally manages business calls, maintains calendar of appointments, types meeting minutes, maintains records, inputs data, and more as the department’s needs change and grow.

Creates and maintains files for youth in program, updates Supervisor of issues/concerns, distributes bus passes and gift cards as needed.

Answers inquiries from juveniles, families, agency representatives, victims, other Court staff, and individuals having business with the Court. Directs inquiries to the parties deemed most appropriate, in the absence of those usually answering inquiries of urgency. Maintains high-level of contact with Court staff and other agency directors.

Completes and processes requests for departmental printing services for departmental forms, business cards and other documents.

Maintains log of Victim Impact Statements, restitution cases.

Notarizes complaints for filing and other papers or documents as required

Assists with organizing and planning community events, creates event flyers, creates and maintains income and expense spreadsheets for events, maintains mailing list, sends bulk mailings, sends thank you letters to donors, creates quarterly newsletters.

Reviewed 2/5/2024

Provides front-desk coverage for the department's receptionist as needed.

Basic knowledge and ability in financial processes and bookkeeping.

#### OTHER DUTIES AND RESPONSIBILITIES

Additional duties as assigned by the Supervisor or Manager.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

Computer, Microsoft, Canva, telephone, scanner, copier, fax machine, and other general office equipment as needs arise.

#### CONTACTS WITH OTHERS

Staff; 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.

Reviewed 2/5/2024

**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 40 wpm. Bookkeeping and financial processes.

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

QUALIFICATIONS

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is a high school degree, GED or equivalent with coursework in secretarial science or related field, and three years related secretarial and administrative experience in a court system or related field. Intermediate knowledge of Microsoft and Canva software including Word, Excel, Publisher, and PowerPoint. Demonstrable typing skills with 50 words per minute.

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.

LICENSURE OR CERTIFICATION REQUIREMENTS

Notary Public

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: will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_