



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Courtroom Specialist

Department: Court Services

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-Time

Salary: \$20.88/hr

Shift: 1st

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, Parental Leave

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

Other: Tuition Reimbursement

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.

Employee must be able to lift and move a minimum of 25 lbs.

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: Courtroom Specialist – Deputy Clerk
--

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
PAY GRADE	A9	REPORTS TO	Director of Court Services
DEPARTMENT	Court Services	WORK SCHEDULE	40 hours per week

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 Juvenile Court jurisdiction.

“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.

Enters case data into computer, proofreads and edits as needed. Completes entries based upon input from the Judge and / or Magistrate presiding over hearings including financial and employment information for child support order purposes; schedules administrative items for hearing, completes administrative paperwork and entries; distributes entries and perfects service on parties and records in the Court docket; identifies forms necessary to complete entries and orders; provides notice to appropriate agency representatives, attorneys and public. Reviews incoming documentation to assure applicable requirements are met. Tracks case plans and other items required for the court / hearing; calls parties to courtroom, and assists in physical movement throughout the facility.

Manages mass dockets; supports completion of required reports including Ohio Supreme Court Report, PPTG, BMV, IV-D, physical DYS or Supreme Court file inventories, grandparent filing review, and any others as identified.

Sorts data and organizes entries, orders, case documents and other material into numerical, alphabetical, chronological or subject order.

Reviews legal documents for completeness and appropriate information.

Prepares warrants / capiases as ordered in the Court case management system and provides appropriate hard copies, including defendant demographics for law enforcement to serve.

Prepares case files and closes cases following final disposition hearing.

Answers telephone, provides appropriate information, takes messages; communicates using email, fax, telephone, mail and in person.

Records, affixes Court seal and time-stamp, electronically logs case identification information.

Makes certified copies.

Prepares mailing of court documents according to office procedure.

Assigned to evening, weekend, and holiday dockets with coverage rotation.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer, printer, calculator, fax machine, telephone, copier, time-stamp machine, equipment for imaging, sealer, electronic filing system and other general office equipment.

CONTACTS WITH OTHERS

General public; attorneys; agency staff; and court personnel. Will work as part of a team providing coverage throughout Court Services and maintaining an independent work load and responsibilities.

CONFIDENTIAL DATA

Documentation that is not of the public record for juveniles and adults.

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 typing entries and performing other tasks. The employee frequently sits for extended periods of time, accurately recording detailed

information from testimony within a case management system. The employee should be able to see details on a computer screen and hear information relayed at a normal speaking level, with or without the employee's corrective action. The employee occasionally stands, walks and may be required to bend or stretch to maintain physical files. Employee converses verbally with others, normally in person. Vision demands include close, relatively detailed vision when typing and using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Basic legal terminology and terminology specific to juvenile, civil, and criminal law; Court procedures and process; general office practices; data entry with special emphasis on use of JCS (case management system) and Word.

Ability to: generally evaluate and understand legal terminology; type a minimum of 50 words / minute accurately; use consistent grammar and accurately spell; listen to dictation / live testimony and accurately record in a case management system during a hearing on the record; ability to work efficiently in Word / Exchange; arrange items in numerical, alphabetical chronological and subject order; timely manage deadlines for completion.

Skill in: operation of computer and specific programs for efficient production of entries; data entry; categorizing information; general typing; application of job software programs; proofing and correcting inputting errors / scanned documents; multi-task - listening / typing;

QUALIFICATIONS

Associates degree; 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 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.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

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.

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

Employee Signature: _____

Date: _____