



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Paralegal

Department: Court Services

Posting Closing: Until Filled

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

Job Type: Full-Time

Salary: \$20.37/hr

Shift: 1st Shift (8:30 a.m. to 4:30 p.m.)

BENEFITS

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

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

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

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

The qualified applicant must have strong skills in attention to detail, reviewing legal forms, oral and written communication, and organization. The applicant will regularly use his/her legal knowledge and understanding of court processes.

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

QUALIFICATIONS

Minimum of Paralegal degree required. Experience in the juvenile justice system is preferred.

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:	Paralegal
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FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-Time
CIVIL SERVICE STATUS	Unclassified	REPORTS TO	Court Services Supervisor
PAY GRADE	A12	WORK SCHEDULE	40 Hours per week
		DEPARTMENT	Court Services

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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.

Assists pro se litigants in completing appropriate legal forms in preparation for filing with the Clerk’s office.

Responsible for ensuring pro se forms are in compliance with Local Court Rules and State Statutes.

Responsible for ensuring the Citizen Services office processes legal filings that are accurate and appropriate.

Responsible for returning phone calls from pro se filers in a timely manner, and keeps accurate logs of the number of clients served and a variety of other clerical tasks.

Ensure case filings are processed timely and accurately.

OTHER DUTIES AND RESPONSIBILITIES

Performs a variety of other related duties as required and assigned.

SCOPE OF SUPERVISION

Citizen Services Receptionist/Deputy Clerk.

EQUIPMENT OPERATED

Computer, current software system (JCS); scanners, telephone, fax machine, copier and other general office equipment; time stamp machine.

CONTACTS WITH OTHERS

Judges; Magistrates; Legal Department; Attorneys; Parents and other guardians; and the general public.

CONFIDENTIAL DATA

Information contained in court files, medical records, social histories and other information about a person/party to the case.

WORKING CONDITIONS

This position requires working in a normal court environment with no unusual demands or exposure to hazardous situations.

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 Paralegal frequently sits for extended periods of time. Employee converses verbally with others in person and by telephone. Vision demands includes normal vision requirements, but can include occasional viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Ohio Revised Code; Ohio Juvenile Rules and all court operations.

Ability to: organize and to communicate effectively, both orally and in writing; Ability to draft legal memoranda confidently and efficiently; Ability to maintain confidentiality and ethical standards; Must possess a professional appearance and demeanor.

Skill in: listening; written and verbal communication; relating legal principles to facts; listening and critically analyzing facts; legal analysis and research; operating a computer.

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Minimum of Paralegal degree required. Experience in the juvenile justice system is preferred. 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 Certification.

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: _____