



**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
Fax (937) 496-6857

NOTICE OF VACANCY: DEPUTY CLERK – (FT)

Notice Issued March 10, 2021

Posting Period March 10, 2021 – Until Filled

Department Court Services

Position Location 380 W. Second St.

DISTINGUISHING JOB CHARACTERISTICS

Performs clerical tasks related to the recording, processing and filing of case files and documents. Employees assigned to this classification may be assigned areas of responsibility, but may be reassigned, or may be required to assist in performance of other Deputy Clerk responsibilities at the discretion of the Clerk's Office Supervisor and Chief Deputy Clerk. The employee must have the ability to lift boxes 25-30 lbs. and may be required to sit or stand for extended periods of time

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

QUALIFICATIONS

Associates Degree in Paralegal Studies or Criminal Justice preferred. High school degree, GED or equivalent, with one year related experience in operating a computer and data entry required. Demonstrable ability to analyze legal documents and enter data according to court process. Must be able to type 40 wpm. Ability to successfully pass a background check.

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 at <http://www.mcjcoho.org/job-openings/>.

AN EQUAL OPPORTUNITY EMPLOYER