



**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
(937) 496-7908
Fax (937) 225-5800

NOTICE OF VACANCY: PART-TIME DEPUTY CLERK/ MAILROOM SPECIALIST

Notice Issued July 28, 2021
Posting Period July 28, 2021 - Until Filled
Department Court Services

DISTINGUISHING JOB CHARACTERISTICS

Performs clerical tasks related to the sorting and distribution of mail from the United States Postal Service and inter-office mail from the Montgomery County mail department. Responsible for the delivery of the Court's docket to the assigned Judge and/or Magistrate. Prepares and tracks fingerprint cards.

Employees assigned to this classification may be assigned other areas of responsibility, and may be required to assist in the 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.

*****ABILITY TO LIFT BOXES UP TO 30LBS*****

QUALIFICATIONS

High school diploma, GED or equivalent, with three years related experience in operating a computer, data entry and juvenile court processes. Have the ability to effectively utilize 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.

Position Location: 380 W. Second Street, Dayton, Ohio

Salary: \$14.48 hourly

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