



**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: STAFF ATTORNEY – Full Time**

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**Notice Issued**            October 13, 2021  
**Posting Period**        October 13, 2021 - Until Filled  
**Department**            Court Services Department

**DISTINGUISHING JOB CHARACTERISTICS**

This position involves assisting pro se litigants in completing appropriate legal forms in preparation for filing with the Clerk's Office. The qualified applicant must have strong attention to detail skills in reviewing legal forms and possess strong oral and written communication skills. The applicant will be responsible for ensuring pro se forms are in compliance with Local Court Rules and State Statutes. The applicant is responsible for ensuring the Citizen Services office processes legal filings that are accurate and appropriate. The applicant will regularly use his/her legal knowledge and understanding of court processes when assisting pro se litigants in order to expedite the accurate and timely filing of various case types included but not limited to civil custody, visitation and support. The staff attorney is responsible for returning phone calls from pro se filers in a timely manner and ensures that all legal questions are answered. Frequent contact may also be required with Magistrates and other judicial staff to ensure case filings are processed timely and accurately.

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

**QUALIFICATIONS**

**Minimum of a Law Degree and a current license to practice law in the State of Ohio.**

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, OH 45422

**Pay Grade:**                \$47,840.00/yr.

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**