



**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: DEPUTY CLERK / COURTROOM SPECIALIST (FT)**

**Notice Issued**            May 9, 2022  
**Posting Period**        May 9, 2022 - Until Filled  
**Department**            Court Services

**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.

**Position Location:**    380 W. Second Street, Dayton, Ohio 45422

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**