



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



### Job Title: Courtroom Specialist

Department: Court Services

**Posting Issued:** November 18, 2022

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-Time

**Salary:** \$18.50

**Shift:** 1st

### **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**

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.

Employee must be able to lift and move a minimum of 25 lbs.

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**