



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Administrative Secretary II

**Department:** Intervention

**Posting Issued:** January 26<sup>th</sup>, 2023

**Posting Closing:** February 10, 2023

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

**Job Type:** Full-time

**Salary:** \$17.00/hr

**Shift:** 8:30am-4:30pm

### **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**

Provides secretarial and clerical support to the Director of the Intervention Center.

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

### **QUALIFICATIONS**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is a high school degree, GED or equivalent with coursework in secretarial science or related field, and three years related secretarial and administrative experience in a court system or related field. Intermediate knowledge of Microsoft Office software including Word, Excel, Access and PowerPoint. Demonstrable skill in typing 50 wpm.

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 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**