



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Administrative Secretary II

Department: Intervention

Posting Issued: May 12, 2023

Posting Closing: Until Filled

Position Location: 380 W. 2nd 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