



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Deputy Clerk

**Department:** Court Services

**Posting Issued:** June 5, 2023

**Posting Closing:** Until Filled

**Position Location:** Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422

**Job Type:** Full-time

**Salary:** \$17.50/hr.

**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 recording, processing and filing of case files and documents. Employees assigned to this classification may be assigned areas of responsibility, but may be reassigned, or may be required to assist in performance of other Deputy Clerk responsibilities at the discretion of the Clerk's Office Supervisor and Chief Deputy Clerk. The employee must have the ability to lift boxes 25-50 lbs. and may be required to sit or stand for extended periods of time.

### **QUALIFICATIONS**

Associates Degree in Paralegal Studies or Criminal Justice preferred. High school degree, GED or equivalent, with one year related experience in operating a computer and data entry required. Demonstrable ability to analyze legal documents and enter data according to court process. Must be able to type 40 wpm. Ability to successfully pass a background check.

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**