



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Administrative Secretary II

**Department:** Probation

**Posting Issued:** July 25, 2023

**Posting Closing:** Until Filled

**Position Location:** 3501 Merrimac Ave Dayton, OH 45405

**Job Type:** Full-Time

**Salary:** \$17.00/hr

**Shift:** 1<sup>st</sup>: 8:30AM-4:30PM 4 days/week, 11AM-7PM 1 day/week

### **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 clerical and administrative support for Probation Services unit operations. Employee is assigned to a work unit within the Department to assist with Administrative duties for staff, where specific clerical, typing and administrative assignments and responsibilities may vary. Illustrative duties are specified for the classification

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

### **QUALIFICATIONS**

High school degree, GED or equivalent with two-years related secretarial experience. Good to Intermediate knowledge of Microsoft Office products such as: Word, Excel, and PowerPoint. Ability to type 50 wpm and to learn court processes.

The ability to pass a criminal background check. Valid Ohio Driver’s License and Insurance.

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**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

<b>CLASSIFICATION TITLE:</b> Administrative Secretary II
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<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Probation Services	<b>REPORTS TO</b>	Director of Juvenile Probation Ser
<b>PAY GRADE</b>	A12	<b>WORK SCHEDULE</b>	40 hours per week

#### DISTINGUISHING JOB CHARACTERISTICS

Provides secretarial and clerical support to the Director of Probation Services and Department.

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

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

Assigns new cases entering probation to the proper probation unit. Determines proper assignment using juvenile's home address, current school, CSB involvement, and orders from the Magistrate or Judge.

Enters information into court database, and reports discrepancies to Operations Manager. Works closely with Magistrates, Case Coordinators and closed records to track down old or misplaced case jackets. Tracks case assignment flow by unit to be aware of heavy periods being experienced by any one unit, and adjusts case assignment accordingly with approval of Operations Manager.

Coordinates assignment of probation cases coming from other counties in Ohio or other states. Communicates with other county courts. Communicates with other county courts, probation units, and personnel at state level for Interstate Compact cases. Determines the charges, status of charges [adjudicated, disposed, pending], and processes. Communicates with Intervention Center staff and Case Coordinators and closed records unit as necessary.

Examines records for transferring cases from one geographical unit to another to ensure that all paperwork is included in case jacket. Logs files meeting criteria and forwards to proper units, and returns files not in compliance to originating unit to correct errors or discrepancies.

Receives training verification and evaluation forms, logs training sessions and attendees into database, and prints and distributes monthly unit reports. Assists Staff Development Manager with training registrations and tracking training hours to ensure that staff meets minimum requirements, and to document compliance with accreditation requirements set by the American Correctional Association.

Creates and maintains monthly calendar of department events, inclusive of training scheduled, outings, tournament and other events involving Probation Officers and juveniles.

Provides secretarial support to the Director, Operations Manager, Staff Development Manager and Commitment/Transportation Coordinator. Types correspondence and answers Director's telephone. Routes calls, takes messages, greets and routes visitors, and provides general information. Attends committee meetings and records and distributes minutes.

Serves as receptionist in the Probation Administration Office, and distributes mail. Directs inquiries to the parties deemed most appropriate, in the absence of those usually answering inquiries of urgency. Answers inquiries from juveniles, families, agency representatives, victims, other Court staff, and individuals having business with the Court. Maintains high level of contact with Magistrates, Judges, Court Administrator, and other agency directors.

Collects monthly statistics from units indicating case load and referral numbers, and compiles into report reflecting unit case load size, departmental averages, and referral statistics for geographical units.

Collects weekly detained reports from all units and TASC. Copies and forwards to Director for the Population Control Committee meeting. Distribute to all units, Magistrates, and Judges the committee's report reflecting juveniles to be released from detention.

Collects secondary ACA documentation, maintains records and data entry on quarterly submission by supervisors, Managers and Directors.

Compiles employment applications based upon applicant qualifications, and sends out response letters to job applicants. Schedules job interviews. Processes pre-employment reference checks, background checks, police checks, and drug screenings. Processes Employee Classification Form for new hires, prepares picture ID and forwards paperwork to Court Administrator's office for inclusion in personnel file. Prepares departmental personnel file with copies of documents.

Completes and processes requests for departmental printing services for departmental forms, business cards and other documents. Processes departmental work orders for maintenance and telephone repairs.

Maintains supply of departmental forms and forwards to units, and develops new forms and templates. Prepares presentations for supervisors and management using PowerPoint software.

Distributes court documents and magistrate's orders. Forwards to proper probation officer or unit as received from Clerk's Office.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; printer; copier, scanner, fax machine, calculator, telephone and other general office equipment.

CONTACTS WITH OTHERS

Juveniles; families; Teachers; victims; representatives of other community agencies; Probation Officers; supervisors; other court staff.

CONFIDENTIAL DATA

Juvenile probation case files; all juvenile court records on the computer; non-public record information contained in personnel files.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Juvenile Court system and process; secretarial science; office practices and procedures; English word usage, spelling, sentence structure and punctuation; administrative and office management; legal terminology.

**Ability to:** maintain confidentiality of confidential and sensitive subject matter; work independently; exhibit a pleasant telephone manner; answer routine inquiries; establish and maintain effective work relationships with associates and job contacts; exercise sound judgement in relieving management of administrative responsibilities; work independently; handle sensitive inquires from and contacts with officials and general public.

**Skill in:** production typing; operation of computer; oral and written communication; filing documents in alphabetical, numerical and subject order; word processing; operating general office equipment; reading a map; application of job software programs.

QUALIFICATIONS

High School Diploma, 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.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_