



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Paralegal

**Department:** Court Services

**Posting Issued:** August 30, 2023

**Posting Closing:** Until Filled

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

**Job Type:** Full-Time

**Salary:** \$19.59/hr

**Shift:** 1<sup>st</sup> Shift

### **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**

The qualified applicant must have strong skills in attention to detail, reviewing legal forms, oral and written communication, and organization. The applicant will regularly use his/her legal knowledge and understanding of court processes.

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

### **QUALIFICATIONS**

**Minimum of Paralegal degree required. Experience in the juvenile justice system is preferred.**

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>	Paralegal
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<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-Time
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>REPORTS TO</b>	Court Services Supervisor
<b>PAY GRADE</b>	A12	<b>WORK SCHEDULE</b>	40 Hours per week
		<b>DEPARTMENT</b>	Court Services

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#### 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.*

Assists pro se litigants in completing appropriate legal forms in preparation for filing with the Clerk’s office.

Responsible for ensuring pro se forms are in compliance with Local Court Rules and State Statutes.

Responsible for ensuring the Citizen Services office processes legal filings that are accurate and appropriate.

Responsible for returning phone calls from pro se filers in a timely manner, and keeps accurate logs of the number of clients served and a variety of other clerical tasks.

Ensure case filings are processed timely and accurately.

#### OTHER DUTIES AND RESPONSIBILITIES

Performs a variety of other related duties as required and assigned.

#### SCOPE OF SUPERVISION

Citizen Services Receptionist/Deputy Clerk.

### EQUIPMENT OPERATED

Computer, current software system (JCS); scanners, telephone, fax machine, copier and other general office equipment; time stamp machine.

### CONTACTS WITH OTHERS

Judges; Magistrates; Legal Department; Attorneys; Parents and other guardians; and the general public.

### CONFIDENTIAL DATA

Information contained in court files, medical records, social histories and other information about a person/party to the case.

### WORKING CONDITIONS

This position requires working in a normal court environment with no unusual demands or exposure to hazardous situations.

### 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 Paralegal frequently sits for extended periods of time. Employee converses verbally with others in person and by telephone. Vision demands includes normal vision requirements, but can include occasional viewing of computer screen requiring close focus.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Ohio Revised Code; Ohio Juvenile Rules and all court operations.

**Ability to:** organize and to communicate effectively, both orally and in writing; Ability to draft legal memoranda confidently and efficiently; Ability to maintain confidentiality and ethical standards; Must possess a professional appearance and demeanor.

**Skill in:** listening; written and verbal communication; relating legal principles to facts; listening and critically analyzing facts; legal analysis and research; operating a computer.

QUALIFICATIONS

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