



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Administrative Secretary II

Department: Probation

Posting Closing: August 16, 2024

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-Time

Salary: \$17.68/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, Personal Leave, and Parental 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