



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Administrative Secretary II

Department: Education

Posting Closing: Until Filled

Position Location: 380 West Second Street, Dayton, OH 45422

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 to the Education Department and works directly for the Director of Education. Diverse clerical responsibilities evolve with the needs of the department such as assist administration, welcome and onboard new employees, input data, type reports, maintain records, assist with public presentations, help with projects, and more.

“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 and Canva software including Word, Excel, Publisher, and PowerPoint. Demonstrable typing skills with 50 words per minute.

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

CLASSIFICATION TITLE: Administrative Assistant II

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Education	REPORTS TO	Director of Education
PAY GRADE	A4	WORK SCHEDULE	40 hours per week
CIVIL SERVICE STAUS	Unclassified		

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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.

Provides diverse secretarial support to the Education Department and to the Director of Education; welcomes the public; professionally manages business calls; maintains calendar of appointments; types meeting minutes; maintains records; inputs data; and more as the department’s needs change and grow.

Maintains school-related files including student academic records; provides technical and clerical support and assistance to the MCJC Education Department toward administering the appropriate use and accounting of Title I-D and auxiliary funding; maintains high-level of contact with Court staff and other agency directors.

Completes and submits monthly logs identifying work completed in accordance with guidelines set forth by Dayton Public Schools Office of Federal Programs.

Completes and processes requests for departmental printing services for departmental forms, business cards and other documents; maintains inventory and capital goods reports.

Assists with organizing and planning community events; creates event flyers; creates and maintains income and expense spreadsheets for events; maintains mailing list; sends bulk mailings; sends thank you letters to donors; creates quarterly newsletters.

OTHER DUTIES AND RESPONSIBILITIES

Additional duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; telephone; copier/scanner/fax machine; and other general office equipment as needs arise.

CONTACTS WITH OTHERS

Staff; school districts; general public; attorneys; placement agency representatives; youth; parents.

CONFIDENTIAL DATA

Juvenile social and delinquency/unruly history, personal files and records; medical, psychological and substance abuse reports; information regarding youth's home and personal life; demographic information; Juvenile Court, Prosecuting Attorney and Juvenile Court Detention databases; juvenile school records and medical records.

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: Court judicial system and process; secretarial science; office practices and procedures; bookkeeping and financial processes; English word usage, spelling, sentence structure, and punctuation.

Ability to: Maintain confidentiality of sensitive subject matters; work independently; exhibit a pleasant telephone manner; answer routine inquiries; establish and maintain effective work relationships with associates and job contacts; file documents in alphabetical, numerical and subject order; word processing; operate general office equipment, and type 40 wpm.

Skill in: Organization; multi-tasking; and oral and writing communication.

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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: 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: _____