



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Administrative Secretary II

Department: CAS

Posting Closing: Until Filled

Position Location: 333 Access Rd New Lebanon, OH 45345

Job Type: Full-time

Salary: \$18.12/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 secretarial and clerical support to the Director of Residential Services at the Center for Adolescent Services.

“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: 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 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.

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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

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE:	Administrative Secretary II
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FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Director of Cas
CIVIL SERVICE STATUS	Non-Classified	WORK SCHEDULE	40 hours per week
PAY GRADE	A4	DEPARTMENT	CAS

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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 secretarial support to the Director of Residential Services, Deputy Director, and Program Managers. 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 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 secondary ACA documentation, maintains records and data entry on quarterly submission by supervisors, Managers and Directors.

Retrieve and file confidential documents pertaining to juvenile youth offenders with the facility.

Obtain and maintain documentation of juvenile youth offenders required and completed restitution/community service hours. 2 of 3

Attends Clinical Team Meetings, as needed, with each youth to notate minutes with CAS staff, ODYS staff and all other interested parties.

Compiles employment applications based upon applicant qualifications. Schedules job interviews. Processes pre-employment reference checks and background checks. 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.

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.

OTHER DUTIES AND RESPONSIBILITIES

As needed by Administration

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

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

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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: _____