



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Office Service Worker

Department: Finance & Operations

Posting Closing: Until Filled

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Part-time

Salary: \$17.06/hr

Shift: M-F; 8:00am – 12:00pm or 12:00pm – 4:00pm

DISTINGUISHING JOB CHARACTERISTICS

Processes billings by Court appointed attorneys, attorney/guardians ad litem and guardians ad litem.

“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 one year of customer service work experience. Must be computer literate.

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

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Office Service Worker (Finance) (PT)

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Part-time
CIVIL SERVICE STATUS	Unclassified	REPORTS TO	Director of Finance & Operations
WORK SCHEDULE	20 hours per week	DEPARTMENT	Finance & Operations
PAY GRADE	A2		

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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.

Reviews information on appointed billing statements for accuracy, and confirms all necessary paperwork is complete and correct. Researches cases as necessary to confirm propriety of billings. Processes information and paperwork and inputs data to the JCS for authorized amount to pay. Types extra fee and late fee letters when necessary. Runs tapes on figures to check for accuracy. Corresponds with attorneys when necessary for billing corrections/questions. Collects, copies and collates materials after Judicial approval, and distributes for further processing. Inputs invoice information into D365.

OTHER DUTIES AND RESPONSIBILITIES

None

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; telephone; fax machine; copier; and other general office equipment.

CONTACTS WITH OTHERS

Attorneys; other Court staff; County and State personnel.

CONFIDENTIAL DATA

Dates and times of present and past court dates; family histories.

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 frequently sits for extended periods of time, and stands and walks. Employee converses verbally with others in person and by telephone. Occasionally requires eye-hand coordination and close, relatively detailed vision when typing and filing, and when using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: general office practices; court processes; general security procedures; and general computer skills.

Ability to: exhibit a pleasant telephone manner; answer routine inquiries; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; research and review documentation in detail.

Skill in: general typing; arranging items in alphabetical, numerical and subject order; operating general office equipment; operation of multi-line telephone.

QUALIFICATIONS

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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: _____