



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: HR Coordinator

Department: Human Resources

Posting Closing: Until Filled

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

Job Type: Full-time

Salary: \$51,402.52/Annually

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 confidential, administrative and clerical tasks to support the overall operations of the Human Resources (HR) Department.

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

QUALIFICATIONS

High school diploma or equivalent required, college degree preferred; Supplemental course work or training in secretarial skills, office management, and/or human resources is desirable. Minimum of five (5) years of administrative/secretarial experience required. Prior work experience in human resources is preferred. Working knowledge of MS Office (Outlook, Word, Excel, and PowerPoint) required.

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:	Human Resources (HR) Coordinator
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FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
		REPORTS TO	HR Manager
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
PAY GRADE	A14	DEPARTMENT	Human Resources

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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 confidential, administrative and clerical tasks to support the overall operations of the Human Resources (HR) Department.

Supports the recruitment and hiring process by scheduling interviews, preparing application packets, scheduling appointments, completing background and reference checks, maintaining records and information, and following up with applicants through various stages of the hiring process.

Greets and directs new hires, the public, and professional staff from public agencies. Provides information of a routine nature. Answers main HR Office telephone line. Determines technical inquires, answers and routes calls, and takes messages.

Runs and checks background checks for Court Staff, volunteers, and specialized programs.

Assists with and/or prepares correspondence as requested.

Assists with handling explanation and coordination of employee benefits to new hires and coordination of insurance and other fringe benefits with all Court employees.

Enters information into various departmental systems.

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Maintains I-9 files.

Performs routine filing, scanning, and archiving of records to ensure record retention compliance.

Coordinates meetings, events, and activities as directed by the HR Director and HR Manager.

Prepares new employee files and assists in maintaining personnel files.

Ensures coverage for the HR Office is met if no other HR personnel is available.

Completes special projects and other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as assigned

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

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

CONTACTS WITH OTHERS

Judges; Court Administration; Directors; Magistrates; Court staff; Volunteers; general public.

CONFIDENTIAL DATA

Non-public record information contained in personnel files, employee medical information.

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 making entries and performing other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others, normally in person. Vision demands include close, relatively detailed vision when typing and using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: office practices and procedures; English word usage, spelling, sentence structure and punctuation; administrative and office management.

Ability to: maintain confidentiality of confidential and sensitive subject matter; work independently; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions and deal with several abstract and concrete variables; manage time and stay organized; 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.

Skill in: oral and written communication; interpersonal communication, teamwork and collaboration; typing; filing documents in alphabetical, numerical and subject order; Microsoft Office Suite applications; operating general office equipment; analyzing information and administrative problem solving.

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LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License.

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: _____