



Montgomery County Common Pleas Court

Juvenile Division

380 West Second Street
Dayton, Ohio 45422-4240
Area Code (937) 225-4130
Fax (937) 496-6857

NOTICE OF VACANCY: DEPUTY CLERK OF COURTS

Notice Issued October 30, 2009

Posting Period November 2, 2009 – November 6, 2009

Department Clerk's Office

DISTINGUISHING JOB CHARACTERISTICS

Performs clerical tasks related to the recording, processing and filing of case files and documents. Employees assigned to this classification may be assigned areas of responsibility, but may be reassigned, or may be required to assist in performance of other Deputy Clerk responsibilities at the discretion of the Clerk's Office Supervisor and Chief Deputy Clerk.

QUALIFICATIONS

High school degree, GED or equivalent, with one year related experience in operating a computer and data entry. Demonstrable ability to analyze legal documents and enter data according to court process. Must be able to type 40 wpm. Able to pass a criminal background check.

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.

Position Location 380 W. Second St.

Salary: \$12.16 hourly

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may submit application or resume with cover letter, Attention:
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

AN EQUAL OPPORTUNITY EMPLOYER