

***COURT OF COMMON PLEAS, MONTGOMERY COUNTY***  
***DOMESTIC RELATIONS DIVISION***

***Timothy D. Wood***, ADMINISTRATIVE JUDGE

***Jennifer A. Petrella***, JUDGE

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## **NOTICE OF VACANCY**

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**NOTICE ISSUED:** December 9, 2024

**POSTING PERIOD:** Through Friday, December 23, 2024

**POSITION VACANCY:** Compliance Officer

**DEPARTMENT:** Compliance Office

**POSITION LOCATION:** Dayton/Montgomery County Courts Building,  
301 West Third Street, 2<sup>nd</sup> Floor

**PAY/SALARY:** \$23 hour / \$47,840.00 annually

**BENEFIT PACKAGE:** As a full-time employee, the chosen candidate will receive fringe benefit options including provisions of health care and retirement (partial coverage by employee), paid sick leave, personal leave and vacation. The Court also financially supports training hours.

**This position is an AT-WILL EMPLOYEE  
serving at the pleasure of the Court.**

Applications and resumes will be accepted until close of business 4:00 p.m. on the last day of the posting period. Please review the attached position description for summary of qualifications. Interested candidates may submit application and resume to Kristen Keebaugh Chambers, Court Administrator, via email at [D.R.EmploymentOpportunities@mcoho.org](mailto:D.R.EmploymentOpportunities@mcoho.org) or submit in person or via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402

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# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

Domestic Relations  
Revised: December, 2023

CLASSIFICATION TITLE: Compliance Officer
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<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>EXEMPTION TYPE</b>	N/A	<b>REPORTS TO</b>	Compliance Manager
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>WORK SCHEDULE</b>	40 hours per week
<b>POSTION INDICATOR</b>	PD6 / C90	<b>DEPARTMENT</b>	Compliance

### DISTINGUISHING JOB CHARACTERISTICS

Analyzes legal documents, including pleadings, filings, decrees and agreed orders, for compliance with Court procedures, processes and requirements. Provides assistance and support to self-represented persons, and reviews documents submitted by attorneys.

### 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.*

Meets / speaks with parties wishing to file own paperwork and provides explanation of court procedures and filing format.

Reviews new cases prepared by litigants representing themselves (formerly referred to as "pro se" litigants), as well as agreed orders and decrees by attorneys. Pleading assistance includes Complaints for Divorce, Petitions for Dissolution, Separation Agreements and Decrees of Dissolution/Divorce to ensure documents are set in correct format, contains required language including language for child support, health insurance, visitation, spousal support, division of property and other issues. Checks and approves documents for filing. Ensures issues are addressed at the time of the Decree or Agreed Entry to avoid complications or errors that could lead to further litigation.

Reviews Post Decree documents including Motions for Change of Custody, Motions to Modify Support, Motions to Show Cause, Objections, Modifying Parental Rights and Responsibilities, and other pleadings to ensure documents meet requirements and comply with Montgomery County Local Rules.

Reviews for completeness Financial Disclosures, Custody Affidavits, Questionnaires, Computation Worksheets, SEA Information Sheets, and Applications for Child Support Services Information Sheets, and other filings.

Provides legal information, in response to numerous telephone inquires, pertaining to Court process and procedure. Prepares mailing and correspondence as required.

Prepares and updates checklist of items to be addressed in Separation Agreements and Agreed Entries, and prepares instructions for filing post decree documents.

Prepares instruction sheets and forms on an as-needed basis.

Determines appropriate orders to be issued, and prepares the same for the Judicial officers, including emancipation documentation, withholding orders, health care orders or mistake of fact paperwork.

Obtains Support Enforcement Tracking (SETS) number (when appropriate).

Makes copies of accompanying notices/orders for all interested parties and the Child Support Enforcement Agency and /or submits documentation in eFiling as appropriate

Rotates on intake window, assisting parties in person and on the phone. Contacts parties or attorneys are paperwork ready for pick-up; Troubleshoots, diffuses and resolves case issues.

Inputs information into Courtview and merges data into corresponding notice/orders. Uploading documents within the eFiling system for the Judge's signature and filing within the Clerk of Court.

#### OTHER DUTIES AND RESPONSIBILITIES

Assists in preparation of mailings or other tasks as requested by manager or other Court authority. Updates and reviews information in Courtview; Reviews cases on Clerks web and in the SETS system.

#### SCOPE OF SUPERVISION

None

#### EQUIPMENT OPERATED

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

#### CONTACTS WITH OTHERS

Judges; Magistrates; public service organizations including Volunteer Lawyers Project, Legal Aid; general public; persons filing for divorces, dissolutions and post decree motions, attorneys, child support agency representatives, employers, insurers.

#### CONFIDENTIAL DATA

Non-public records and information contained in party files, personnel files, mediation files, LEADS/NCIC and conciliation files. CSEA/SETS records pursuant to state and federal law. Court decisions, orders and other works in progress. In addition to

confidential data, filings and other data are sensitive and may not be discussed or distributed pursuant to the Court's Code of Conduct. **Q of 5**

### WORKING CONDITIONS

Good office working conditions. Periodic exposure to irate or intoxicated persons, or those who suffer from some mental illness; a "front-line" position.

### 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 while processing decrees and orders, and performing other job duties and responsibilities. Employee converses verbally with others in person and by telephone. Vision demands include normal vision requirements, but include extensive viewing of computer screen when entering and retrieving case information.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Court policies and procedures; inter-workings of other court systems and related agencies; legal terminology; Ohio Revised Code; local rules and legislation; federal child support laws; DR Clerk of Courts docket codes; security procedures; general office practices; and general mathematics.

**Ability to:** analyze forms and process to apply procedures and requirements and determine areas of non-compliance; communicate legal process; maintain good public relations as Court representative; client management; keep accurate records; work under the team concept; work under time restraints; establish and maintain effective work relationships with Judge, associates, Attorneys and job contacts; handle general and technical questions; maintain confidentiality of confidential and sensitive information; work independently.

**Skill in:** verbal and written communications; operation of computer; application of job related software programs, proofreading.

### 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: Paralegal certification and three years related experience, or six years experience preparing legal pleadings, and meeting with clients in a family law practice or situation. Coursework or training in family law and domestic violence.

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. **3 of 5**

LICENSURE OR CERTIFICATION REQUIREMENTS

Notary Public (must be obtained prior to or immediately after employment).

**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.**

**The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.**