



COURT OF COMMON PLEAS, MONTGOMERY COUNTY
DOMESTIC RELATIONS DIVISION

TIMOTHY D. WOOD, ADMINISTRATIVE JUDGE

JENNIFER A. PETRELLA, JUDGE

301 West Third Street, Dayton, Ohio 45422-2160
(937) 225-4063 • Fax: (937) 496-7443
Website: <https://drcourt.mcoho.org>

NOTICE OF VACANCY

NOTICE ISSUED: 06/26/2024

POSTING PERIOD: 07/16/2024

POSITION VACANCY: Legal Secretary

DEPARTMENT: Legal Secretaries

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

PAY/SALARY: \$23.00 Position is full-time with benefits,
including paid sick and personal leave, vacation
leave after one year of service, pension, health
care (with partial pay by employee).

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

Please review the attached position description for summary of qualifications.

Persons applying are required to complete an Application for Employment, and submit with a current resume before close of business 4:00 p.m. on the last day of the posting period.

Submissions shall be sent to Kristen Keebaugh-Chambers, Court Administrator: 1) via email at D.R.EmploymentOpportunities@mcoho.org or 2) submit in person or 3) via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402. Only timely and complete submissions will be considered.

AN EQUAL OPPORTUNITY EMPLOYER

<https://drcourt.mcoho.org>

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Domestic Relations

Revised: June 6, 2017

CLASSIFICATION TITLE: Legal Secretary
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FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Legal Secretary Manager
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
POSITION INDICATOR	L22	DEPARTMENT	Legal Secretary

DISTINGUISHING JOB CHARACTERISTICS

Provides secretarial and administrative support to Court Magistrates.

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.

Types Court Orders, reports, forms, memos, correspondence and final decisions by Magistrate and Judge's.

Answers telephone, takes messages, and directs call to appropriate party. Handles routine inquiries from general public and attorneys.

Prepares and files legal documentation, including temporary orders and orders granting attorney fees for pending divorces.

Updates case information into the CourtView System and performs basic case management.

Upload, assign, reassign and file legal documentation electronically through Efiling system.

Scans and indexes Q-file documents to the OnBase system; submits documentation into eFiling system as appropriate.

Assigns incoming motions, entries, and orders to appropriate Judge, Magistrate or other staff through Efiling system.

Transcribes dictation.

Copies, faxes, emails and distributes documents.

Organizes daily dockets for Magistrate by running docket reports and submitting to Magistrates in advance of hearings.

Prepares SEA Audit Reports in order to receive case audits for hearings.

Results all hearings with a result code from docket sheets.

Reviews post decree Agreed Entries and Shared Parenting Plans for correct language. Call attorney office to check on status of Agreed Entries, etc.

Maintains files of complex and confidential materials.

Prepares DV Wallet cards.

Collaborates with other staff, Court departments and agencies.

OTHER DUTIES AND RESPONSIBILITIES

Assists Law Director and Judges

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

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

CONTACTS WITH OTHERS

Judges; Magistrates; Attorneys; DR Court staff; general public; Support Enforcement Agency; Artemis House; Clerk's Office; Prosecutor's Office; Public Defender's Office; schools; Erma's House; law enforcement agencies; psychologists; employers; other courts; Batterer's Group.

CONFIDENTIAL DATA

Psychological reports on parties to a case; domestic violence photographs and other evidence; Questionnaire files; information contained in Magistrate's Orders prior to filing with Clerk's Office.

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 performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. The employee may be required to lift files and push mail cart. 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: general office practices; English word usage, spelling, sentence structure and punctuation; legal terminology; domestic relations processes; research methods and materials.

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.

Skill in: use of computer, use of dictation equipment; filing documents in alphabetical, numerical and subject order; operating multi-line telephone; oral and written communication; production typing; word processing; operating general office equipment; transcribing dictation.

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: associates degree in secretarial science including coursework or experience in legal secretarial science, production typing and general office practices. Over three years' experience as a secretary in a legal office. Demonstrable skill in typing 60 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.

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.

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.