

## **DAYTON MUNICIPAL COURT**

301 W. Third St.

Dayton, OH

45402

937-333-4338

*An Equal Opportunity Employer*

### **EMPLOYMENT OPPORTUNITY**

<b>JOB TITLE:</b>	<b>ELECTRONIC HOME DETENTION PROGRAM (EHDP) SECRETARY</b>
<b>DEPARTMENT:</b>	Supervision, Electronic Home Detention Program
<b>REPORT TO:</b>	The Chief of Supervision and Deputy Chief of Supervision
<b>SALARY RANGE:</b>	\$17,284.00
<b>HOURS:</b>	Part-time, 8:00 a.m. — 12:00 p.m.
<b>POSTED:</b>	November 18, 2021
<b>DEADLINE:</b>	<b>December 15, 2021</b>

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#### **JOB PURPOSE AND OVERVIEW**

Perform clerical and secretarial support for Electronic Home Detention Program (EHDP) and manage EHDP cases from initial referral until closed. Perform administrative tasks such as receiving and processing EHDP money orders. Contact for the Program with the Court staff, Jail, attorneys, defendants, community organizations, government entities, and the public. Troubleshoot issues related to EHDP cases.

#### **ESSENTIAL PRINCIPLES**

- 1) Promote and adhere to the Vision, Mission, Core Principles, and Values of the Court.
- 2) Foster an inclusive and culturally competent work environment.
- 3) Promote, comply, and adhere to Court policies and procedures.
- 4) Contribute to a strong, supportive, and productive team environment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

- 1) Receive and process EHDP referrals and enter information into JusticeWeb, Behavioral Intervention, and WEJIS computer systems.
- 2) Prepare proper paperwork for defendants that are to be placed on EHDP.
- 3) Answer EHDP office phone, handle calls, and troubleshoot issues related to EHDP cases.
- 4) Prepare memos and forward them to the appropriate Court.
- 5) File paperwork and maintain filing system for EHDP documents.
- 6) Close EHDP cases in the appropriate computer systems.
- 7) Receive money orders connected to EHDP and process them appropriately.
- 8) Interact with the Montgomery County Jail, by phone and in person, when defendants are to be released to EHDP personnel.
- 9) Contact for EHDP with the Court staff, Jail, attorneys, defendants, community organizations, government entities, and the public.

## **OTHER DUTIES**

- 1) Place EHDP devices on defendants and remove them when needed.
- 2) Assist EHDP Officers as needed.
- 3) Monitor EHDP devices.
- 4) Perform any duties determined necessary by the Chief or Deputy Chief of Supervision.

## **QUALIFICATIONS AND REQUIREMENTS**

High School Diploma/GED with prior secretarial experience, plus:

- 1) Ability to learn EHDP rules and EHDP devices.
- 2) Ability to learn JusticeWeb, Behavioral Intervention, and WEJIS computer systems, and other criminal justice government websites.
- 3) Ability to work well with defendants and to defuse volatile situations.
- 4) Ability to use good judgment and work well with little supervision.
- 5) Problem Solving Skills.
- 6) Ability to receive feedback and take instruction from management.
- 7) Familiarity with State and City laws, plus Court security practices and procedures.
- 8) Computer and electronic equipment knowledge, including word processing and website navigation skills.
- 9) Verbal and written communication skills, including legible handwriting and accurate spelling and grammar.
- 10) Time management and organizational skills.
- 11) Ability to work on several tasks simultaneously.
- 12) Ability to complete Active shooter training, Court security training, and learn safety practices.
- 13) Experience working with the public.
- 14) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 15) Professional conduct and attire.

**CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND DRUG TESTING.**

**AT-WILL EMPLOYMENT.**

**EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.**

### **MANDATORY COVID-19 VACCINATION POLICY FOR NEW HIRES**

**Beginning November 1, 2021, the Court has a mandatory COVID-19 vaccination policy for new hires. Candidates must be fully vaccinated or become fully vaccinated before their first day of employment and submit proof of their COVID-19 vaccination to the Court.**

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## **APPLICATION PROCESS**

Please submit a resume with a cover letter and two professional letters of reference on or before **December 15, 2021 by 4:00 p.m. by email to [Ann.Murray@daytonohio.gov](mailto:Ann.Murray@daytonohio.gov) or by mail to:**

**Ann Marie Murray  
Court Administrator  
Dayton Municipal Court  
301 W. Third St., Room 365  
Dayton, OH 45402**