

DAYTON MUNICIPAL COURT

301 W. Third St.
Dayton, OH 45402
937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE: PARALEGAL/RECORD KEEPER
DIVISION: Judicial Staff
REPORT TO: Individual Judge
SALARY: \$44,699.00
HOURS: Full-time, 8:00 a.m. — 4:30 p.m.
POSTED: November 18 , 2021
DEADLINE: December 15, 2021

JOB PURPOSE AND OVERVIEW

Ensure that Court proceedings for the Judge are properly recorded and exhibits are maintained, and prepare transcripts. Perform legal research on criminal, traffic, and civil issues and prepare entries for cases as directed by the Judge. Search Court, County, City, and other websites for information needed to process cases. Perform clerical functions such as filing and mailing entries, notices, and other documents. Act as a liaison between the Judge and Court staff, attorneys, parties to a case, and the public.

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) Ensure all Court proceedings for the Judge are recorded, and label and retain evidentiary exhibits, plus prepare transcripts as needed.
- 2) Perform legal research on criminal, traffic, and civil issues as directed by the Judge.
- 3) Provide support in the Courtroom by preparing forms and entries as directed by the Judge.
- 4) Prepare criminal, traffic, and civil case orders and entries as directed by the Judge.
- 5) Search the websites of the Ohio Courts Network, JusticeWeb, County, State, Ohio Bureau of Motor Vehicles, Ohio prison system, and local agencies for defendants' driving records, prison confinement, and related criminal cases, and provide the information to the Judge prior to Court proceedings.
- 6) Manage Competency and Not Guilty by Reason of Insanity (NGRI) cases and prepare necessary entries as directed by the Judge.
- 7) Manage civil cases, including contacting attorneys, coordinating and scheduling pre-trials and trials, reviewing motions, and preparing entries and orders under the supervision of the Judge.
- 8) Answer phone calls and greet visitors to the Judge's office and assist with questions and issues.
- 9) Assist with jury trials by communicating with counsel, researching legal issues, and drafting jury instructions under the supervision of the Judge. Excuse jurors and answer their questions as directed by the Judge.
- 10) Schedule and prepare transport orders for defendants as directed by the Judge.

- 11) Prepare Sealing of Record and Driving Privilege requests for the Judge to review and draft orders under the supervision of the Judge.
- 12) File case documents with the Clerk's Office and mail copies to the parties.
- 13) Act as a liaison between the Judge and Court staff, attorneys, parties to cases, and the public.
- 14) Troubleshoot issues with the Judge's cases.

OTHER DUTIES

- 1) Assist the Assignment Coordinator in scheduling court dates, entering case information into WEJIS, and managing cases for timely disposition.
- 2) Assist the Bailiff by searching for case files, maintaining order in the Courtroom, calling cases, providing updated Court forms, preparing Court forms, and having defendants sign required forms.
- 3) Schedule Acting Judges to substitute for the Judge, when necessary.
- 4) Report attendance status for the employees in the Judge's Office.
- 5) Arrange with the Court Administrator's Office for interpreters for the Judge's cases.
- 6) Perform any other duties assigned by the Judge.

QUALIFICATIONS AND REQUIREMENTS

Associate's or Bachelor's Degree in Paralegal Studies or Paralegal Certificate from accredited college, vocational, business, or technical school; plus:

- 1) Word processing and office skills, including fast and accurate keyboarding, and use of Microsoft Word/Office, Excel, PowerPoint, etc.
- 2) Ability to operate Court recording equipment and to prepare transcripts from the record.
- 3) Ability to learn WEJIS, JusticeWeb, Court recording system and case assignment procedure.
- 4) Legal research, investigation, and analysis skills utilizing Lexis, Westlaw, Ohio Courts Network, JusticeWeb, State and local websites, etc.
- 5) Legal writing skills and familiarity with legal terminology.
- 6) Written and oral communication skills, including accurate spelling and grammar.
- 7) Organizational, case and time management and technical skills, along with problem solving skills.
- 8) Knowledge of general office practices, procedures, and equipment.
- 9) Knowledge of criminal and civil law, rules, and procedures.
- 10) Knowledge and understanding of court policies and procedures.
- 11) Ability to work as part of the Court team.
- 12) Ability to work well with the public.
- 13) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 14) 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.

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 or by mail to:

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