

DAYTON MUNICIPAL COURT

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

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE: PROBATION SECRETARY
DEPARTMENT: Supervision, Probation Division
REPORT TO: The Chief of Supervision and Deputy Chief of Supervision
SALARY: \$38,180.00
HOURS: Full time, 8:00 a.m. - 4:30 p.m. Monday thru Friday
POSTED: November 8, 2023
DEADLINE: **November 30, 2023**

JOB PURPOSE AND OVERVIEW

Perform clerical duties, answer phone calls, and act as receptionist for the Department of Supervision. Greet and assist probationers and assist with the check-in process. Prepare Supervision Department paperwork for probationers and keep their records updated. Schedule appointments for probationers with their supervision officers. Assist the Office Administrative Assistant with program fees, sealing of record applications, case management, and document retrieval and delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- 1) Answer phone calls to Supervision Department, and field questions or direct calls to proper supervision officer.
- 2) Prepare folders, file cards, and documentation for probationers and keep their records updated.
- 3) Perform clerical duties such as preparing forms, typing, proofreading, copying, and filing.
- 4) Greet and assist probationers and assist with check-in process and cases.
- 5) Greet and assist visitors regarding supervision cases.
- 6) Schedule appointments for probationers with their supervision officers.
- 7) Assist the Office Administrative Assistant with criminal record checks.
- 8) Assist the Office Administrative Assistant with program and supervision fees, and with maintaining supervision program attendance records.
- 9) Provide the necessary supplies for the supervision officers and secretaries.
- 10) Assist the Office Administrative Assistant with case management and troubleshooting issues.
- 11) Act as a contact for the Supervision Department with the Judges, Court staff, attorneys, probationers, public, and other courts and government entities, and visitors.
- 12) Sort and distribute mail.
- 13) Maintain the Kiosk stations and monitor.
- 14) Assist the Chief of Supervision with the applications for sealing of criminal records by proofreading, copying, and distributing to the appropriate Judge's office.
- 15) Distribute documents, reports, affidavits, and paperwork from the Supervision Department to the appropriate Judge's Office, Records Department, Offices of the Clerk, and the Court Administrator.
- 16) Assign supervision officers and send notifications to probationers, as needed.

OTHER DUTIES

- 1) Cover secretarial duties in the absence of a secretary.
- 2) Cover the Office Administrative Assistant's duties in their absence.
- 3) Deliver documents to locations outside of the Courthouse.
- 4) Any other duties assigned by the Office Administrative Assistant or Chief or Deputy Chief of Supervision.
- 5) Attend staff meetings.

QUALIFICATIONS AND REQUIREMENTS

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

- 1) Computer, word processing, and clerical skills, including accurate typing and filing.
- 2) Knowledge of office equipment, practices, and procedures.
- 3) Ability to learn WEJIS, JusticeWeb, and criminal justice government websites.
- 4) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 5) Ability to use good judgment and work with very little supervision.
- 6) Ability to work on several tasks simultaneously.
- 7) Time management and organizational skills, including the ability to prioritize work.
- 8) Verbal and written communication skills, including accurate spelling and grammar and legible handwriting.
- 9) Ability to receive feedback and take instruction from management.
- 10) Ability to work as part of the Court team.
- 11) Ability to work well with pretrial clients and probationers, and experience working with the public.
- 12) Familiar with legal terminology.
- 13) Familiar with court policies and procedures, including pretrial procedures and practices.
- 14) Accurate mathematical skills.
- 15) Ability to learn Court security requirements, safety procedures, and Active Shooter training.
- 16) Problem solving skills.
- 17) 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 references on or before **November 30, 2023 by 4:00 p.m.** 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**