

DAYTON MUNICIPAL COURT

301 W. Third St.

Dayton, OH

45402

937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE:	PRETRIAL SECRETARY
DEPARTMENT:	Supervision, Pretrial Services Division
REPORT TO:	The Chief of Supervision, Deputy Chief of Supervision/Pre-Trial Manager, and Probation Office Administrative Assistant
SALARY RANGE:	\$34,569.00
HOURS:	Full time, 8:00 a.m. — 4:30 p.m.
POSTED:	November 18, 2021
DEADLINE:	December 15, 2021

JOB PURPOSE AND OVERVIEW

Perform clerical duties for the Pretrial Department. Answer phone calls and act as receptionist for Pretrial Department. Greet and assist pretrial clients and assist with the check-in process. Prepare Pretrial Department paperwork for clients and keep their records updated. Schedule appointments for clients with their Pretrial Officers. Assist Pretrial Officers with case management.

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) Answer phone calls to Pretrial Department and field questions or direct calls to proper Officer.
- 2) Prepare folders and documentation for pretrial clients and keep their records updated by obtaining initial intake information and inserting the client's picture from JusticeWeb.
- 3) Perform clerical duties such as preparing forms, typing, proofreading, copying, and filing.
- 4) Maintain the court notification screen daily as cases are referred from the Court.
- 5) Greet and assist pretrial clients and assist with check-in process and cases.
- 6) Greet and assist visitors regarding pretrial cases.
- 7) Schedule appointments for pretrial clients with their Pretrial Officers.
- 8) Complete criminal record checks.
- 9) Troubleshoot issues on pretrial cases and assist with case management.
- 10) Provide the necessary supplies for the Pretrial Officers and Pretrial Department.
- 11) Act as a contact for the Pretrial Department with the Judges, Court staff, attorneys, pretrial clients, public, other courts and government entities, and visitors.

OTHER DUTIES

- 1) Cover secretarial duties in the absence of a Probation Secretary.
- 2) Deliver documents to locations inside and outside of the Courthouse as necessary.
- 3) Any other duties assigned by the Office Administrative Assistant or Pretrial Manager.
- 4) Attend Pretrial/Probation Staff Meetings.
- 5) Observe and be trained for all secretarial positions.

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 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**