

COURT OF COMMON PLEAS, MONTGOMERY COUNTY
DOMESTIC RELATIONS DIVISION

DENISE L. CROSS, ADMINISTRATIVE JUDGE

TIMOTHY D. WOOD, JUDGE

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NOTICE OF VACANCY

NOTICE ISSUED: April 4, 2022

POSTING PERIOD: Through Friday, April 15, 2022

POSITION VACANCY: Public Coordinator for Domestic Violence

DEPARTMENT: Legal Department

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

PAY/SALARY: \$20.00 / hour

BENEFIT PACKAGE: As a full-time employee, the chosen candidate will receive fringe benefit options including provisions of health care and retirement (partial coverage by employee), paid sick leave, personal leave and vacation. The Court also financially supports training.

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

Applications and resumes will be accepted until close of business 4:00 p.m. on the last day of the posting period. Please review the attached position description for summary of qualifications. Interested candidates may submit application and resume to Jennifer A. Petrella, Court Administrator, via email at D.R.EmploymentOpportunities@mcoho.org or submit in person or via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402

POSITION DESCRIPTION

Montgomery County Common Pleas Court

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Domestic Relations
Revised: March, 2022

CLASSIFICATION TITLE: Public Coordinator (Domestic Violence)

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Assignment Manager
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
POSTION INDICATOR	PD6	DEPARTMENT	Assignment

DISTINGUISHING JOB CHARACTERISTICS

Analyzes filings and other legal documents for compliance with Court procedure, process and requirements.

Provides assistance and support to persons completing filings and other legal documents without seeking the advice or assistance of an attorney.

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.

Provides assistance and support to persons wishing to file a Civil Protection Order.

Reviews submitted information in eFiling for completeness and prepares orders for Magistrate hearing. Sets hearing and monitors cases for completion.

Makes copies for petitioner and prepares packets for service on respondent and for law enforcement to enter information into LEADS.

Provides assistance to persons wishing to file for a continuance, dismissal, or contempt of a Civil Protection Order. Directs parties to other court departments for assistance on subsequent filings.

Provides non-legal information, in response to telephone inquires pertaining to Court process and procedure.

Prepares correspondence to self represented litigants regarding court procedures, and required changes on documents to ensure filing compliance.

Cross-trains and backs up other positions on the assignment team.

Responsible for tracking of cases and maintaining spreadsheet or other appropriate data collection information.

Maintains calm and respectful disposition when addressing parties.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

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

CONTACTS WITH OTHERS

Attorneys; law enforcement officers; Judges; Magistrates; public service organizations including Artemis, Volunteer Lawyers Project, Legal Aid; general public; persons filing for divorces, dissolutions and post decree motions; petitioners; respondents to domestic violence cases.

CONFIDENTIAL DATA

Pleadings pending to be filed; LEADS information. All case-specific related information when dealing with persons calling court.

WORKING CONDITIONS

Good office working conditions. Periodic exposure to irate and intoxicated persons, in open front line area.

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 frequently sits for extended periods of time while performing job responsibilities. Employee converses verbally with others in person and by telephone. Vision demands frequent viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Local Rules; Court procedures and process; Ohio Revised Code Title 31; Ohio Rules of Court; legal terminology; domestic violence laws.

Ability to: analyze and process data to assure compliance with local rules and substantive legal requirements; communicate with parties regarding the legal process; maintain good public relations as a Court representative; establish and maintain effective work relationships with Judge, associates, attorneys and job contacts; handle general and technical questions; maintain confidentiality of sensitive information; calm persons involved in domestic violence cases; work independently under short deadlines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Skill in: verbal and written communications; operation of computer; application of job related software programs.

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: Paralegal certification and three years related experience, or five years experience preparing legal pleadings, and meeting with clients in a family law practice or situation. Coursework or training in family law and domestic violence.

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

Notary Public (must be obtained prior to or immediately after employment).

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.