

**NOTICE OF VACANCY IN THE
MONTGOMERY COUNTY PROSECUTOR'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of Legal Secretary until Friday, December 10, 2021. This is a full time, classified position with benefits, including OPERS. Starting salary is \$35,000.00.

VISIT https://www.mcoho.org/government/elected_officials/prosecutor/employment.php TO COMPLETE AND SUBMIT THE JOB APPLICATION FOR THIS POSTING TO BE CONSIDERED FOR THE POSITION.

Following submission of application, please send (email or fax) cover letter and resume with references to:

Ms. Karen Clift; Personnel, Payroll & Benefits Officer
301 West Third Street
P.O. Box 972
Dayton, Ohio 45422
Phone (937) 496-7742
Fax (937) 496-3129
clifk@mcoho.org

JOB RESPONSIBILITY

Responsible for secretarial and clerical support for Assistant Prosecuting Attorneys, providing administrative secretarial services including typing technical and legal material, and performing other related duties as set forth below under "Illustrative Duties":

ILLUSTRATIVE DUTIES

Type legal correspondence, pleadings and contracts from transcription, dictation, rough draft and other material, and with strict compliance to deadlines;

Handle paperwork and records related to the processing of felony cases;

Set up and organize new files and file legal data;

Responsible for receiving, opening and distributing mail;

Arrange meetings and keep appointment schedules;

Professionally interact with public by telephone and in person;

Perform various clerical tasks as needed in all areas of the office;

Prepare and organize documents and paperwork involving Common Pleas Court dockets;

Communicate and interact with judges, bailiffs, attorneys, police officers and other court personnel;

Prepare letters advising victims of case status during processing of cases;

Enter information in criminal case database.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures; knowledge of office equipment; knowledge of Microsoft Word; public relations skills; knowledge of legal terminology and general understanding of court procedures; ability to transcribe dictation; ability to compose letters and routine legal pleadings; general knowledge of legal matters, applications, procedures, pleadings and practice pertaining to the general practice of law; ability to gather, analyze and classify data; ability to develop and maintain an effective working relationship with supervisor, administrators and associates; skill in typing; skill in effective oral and written communication.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

High school diploma or GED; courses in secretarial or office procedures; prior legal secretarial experience preferred; ability to operate all modern office equipment.