

**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 Thursday, June 30, 2022. This is a full time, classified position with benefits, including OPERS. Starting salary is \$35,500.00.

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
cliftk@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.

The Montgomery County Prosecutor's Office is an Equal Opportunity Employer



MATHIAS H. HECK, JR.

PROSECUTING ATTORNEY

APPLICATION FOR EMPLOYMENT

Print Clearly. Use ink.

We consider applicants for all positions without regard to race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability, marital or veteran status, genetic information, or any other legally protected status.

Name _____
Last First Middle

Address _____
Street City County State Zip Code

Telephone Numbers: Home: _____ Cell: _____ Social Security Number: _____

Email Address: _____

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Are you over 18? Yes No

For which position(s) or type of work are you applying? A) _____

B) _____ C) _____

When are you available for employment? _____

Are you available for: Full time Internship

Have you worked for Montgomery County, the State of Ohio, or a political subdivision of Ohio before? Yes No

If yes, when? _____ Where? _____

Do you have any relatives currently employed by Montgomery County? Yes No

If yes, where? _____

EMPLOYMENT HISTORY

Account for ALL previous employment. PLEASE INDICATE NAME USED IF OTHER THAN SIGNATURE ON THIS APPLICATION. Begin with PRESENT position or occupation. (If you need more room, USE A SEPARATE SHEET OF PAPER.) A RESUME may be submitted in addition to completion of this application. It will become an official part of the application.

1. Employer Name: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Phone: _____ Salary: _____ per _____

Your Title: _____ Dates of Employment: From _____ To _____

Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

2. Employer Name: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Phone: _____ Salary: _____ per _____

Your Title: _____ Dates of Employment: From _____ To _____

Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

3. Employer Name: _____

Employer Address: _____
Street City State Zip Code

Supervisor's Name: _____ Phone: _____ Salary: _____ per _____

Your Title: _____ Dates of Employment: From _____ To _____

Your Duties: _____

Reason for Leaving: _____ May we contact? Yes ___ No ___

SPECIAL SKILLS AND LICENSES

Proficient in Microsoft Office Suite (Word, Excel, etc.)? ____ Yes ____ No

Please list any formal training, special licenses and/or certifications you may think applicable to the position for which you are applying:

EDUCATION

Name and Address of School	Course of Study	Years Completed	Degree/Diploma

REFERENCES

Please provide us with three references, none of whom are relatives.

Name	Company and Address	Phone Number
1.		
2.		
3.		

How did you learn of this position (website, social media, referral, other): _____

Please explain any additional knowledge, skills and abilities not previously discussed. Include projects, hobbies, community or volunteer activities, etc.

ATTENTION: PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS DOCUMENT!

As an applicant for employment with the Montgomery County Prosecutor's Office, I understand and agree that the Prosecutor's Office will make a thorough investigation of my past employment and activities. (This may include, but not be limited to, credit and criminal records, and past employment and activities.) I hereby release you, your organization or others from any liability or damages which may result from the exchange of the information requested.

I ALSO CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN OR AT ANY STEP OF THE EMPLOYMENT PROCESS ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND A FALSE ANSWER MAY BE GROUNDS FOR DISMISSAL FROM EMPLOYMENT WITH THE MONTGOMERY COUNTY PROSECUTOR'S OFFICE.

Signature

Date

Authorization and Release

As an applicant for employment with the Montgomery County Prosecutor's Office, I understand and agree that the Prosecutor's Office may make a thorough investigation of my credit and criminal records, and past employment and activities. I hereby release the Montgomery County Prosecutor's Office, its employees, agents, and representatives, and all others from any liability or damages which may result from the exchange of the information requested.

Print Name

Maiden Name

Social Security Number

Date of Birth

Current Street Address

City, State, Zip Code

Signature

Date