

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

The Montgomery County Prosecuting Attorney will accept resumes for the position of **Switchboard Operator** until Thursday, June 30, 2022. This position is full time and unclassified. Minimum starting salary is \$30,000.00, with full benefits, including OPERS.

Candidates should possess strong communication skills, be able to operate a multi-line telephone system and be a dependable self-starter, who can multi-task in a fast-paced environment.

Anyone interested in applying for this position should send, via e-mail or fax, a cover letter and resume with references to:

Ms. Karen Clift, Personnel, Payroll & Benefits Officer
301 West Third Street
P.O. Box 972
Dayton, Ohio 45402
Phone (937) 496-7742
Fax (937) 496-3129
clifk@mcohio.org

JOB RESPONSIBILITY

Under general supervision, is responsible for operating multi-line telephone system to receive, transfer and transmit calls; performs other related duties as set forth below under "Illustrative Duties":

ILLUSTRATIVE DUTIES

Receives and connects incoming callers with desired party;

Operates intercom and paging systems;

Performs receptionist duties as required;

Perform routine office tasks, such as sorting and delivering mail, typing, scheduling appointments, maintaining Main Office attendance records;

Performs various clerical tasks as needed to assist other divisions of the office.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures; public relation skills and the ability to interact with different types of people; skill in clear and effective oral and written communication; ability to follow oral and written instructions; ability to prioritize projects and manage time; ability to take initiative and exercising good judgement; ability to handle sensitive phone contacts and maintain confidentiality of information, while possessing high standards of ethics; ability to work individually, and develop and maintain an effective working relationship with supervisor, administrators and associates; ability to demonstrate common sense and patience; skill in operation of multi-line telephone equipment and knowledge of office equipment, including Microsoft Office software.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

High school diploma or GED, any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

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