

DAYTON MUNICIPAL COURT

301 W. Third St.
Dayton, OH 45402
937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE:	SUPPORT STAFF TO THE COURT ADMINISTRATOR'S OFFICE
DEPARTMENT:	Court Administrator
REPORT TO:	Court Administrator and Judges
STARTING SALARY:	\$44,626
HOURS:	Full-time, 8:00 a.m. - 4:30 p.m. Monday - Friday
POSTED:	August 31, 2026
DEADLINE:	September 18, 2026

JOB PURPOSE AND OVERVIEW

Perform clerical duties, answer phone calls, and act as a receptionist for the Court Administration office. Greet and assist visitors to the Office of the Court Administrator, including fellow employees, attorneys, and the public. Perform administrative tasks such as recording attendance, maintaining supplies and equipment, delivering documents, scheduling interpreters, and submitting building maintenance requests. Excellent work quality and projecting a favorable image of the Court are extremely important in this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- 1) Greet and assist anyone entering the Office of the Court Administrator.
- 2) Answer phone calls and field questions or direct calls to the appropriate department.
- 3) Handle complaints from the public and refer sensitive matters to the Court Administrator.
- 4) Deliver documents to other departments within the Court and/or the City.
- 5) Record and electronically input daily attendance in Kronos for all Court employees.
- 6) Maintain supply inventory by checking quantity of Court forms and office supplies and notify the Executive Assistant when supplies need to be ordered.
- 7) Maintain office equipment and handle issues with Court copiers and equipment.
- 8) Submit maintenance requests and act as the liaison with the Facilities Department to ensure a good physical working environment for all Court employees.
- 9) Arrange for qualified interpreters and appointed counsel for court proceedings.
- 10) Arrange and assist with jury lunches and accommodations, as well as any special meetings or other Court events
- 11) Assist the public with any public records requests and/or requests for audio recordings.
- 12) Submit individual judges' reports monthly to the Ohio Supreme Court.

- 13) Compile and prepare appointed counsel fee bills for submission to Montgomery County for payment.

OTHER DUTIES

- 1) Assist the Executive Assistant when needed.
- 2) Process payroll in the absence of the Executive Assistant.
- 3) Attend seminars or training on administrative issues impacting the Court.
- 4) Perform any other duties assigned or requested by the Court Administrator and the Judges.

QUALIFICATIONS AND REQUIREMENTS

High School Diploma or GED, with prior clerical experience; plus:

- 1) Word processing and office practices, procedures, and equipment skills.
- 2) Willingness to complete Court security training.
- 3) Independent judgment and experience working with the public.
- 4) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 5) Professional conduct and attire.
- 6) Discretion when dealing with confidential matters. Experience as an administrative assistant or secretary in a court or legal office.
- 7) Accurate typing and clerical skills, including Microsoft Word and Excel.
- 8) Experience with office practices, procedures, and equipment.
- 9) Excellent verbal and written communication skills, including accurate spelling, punctuation, and grammar, plus legible handwriting.
- 10) Familiarity with legal terminology.
- 11) Time management and organizational skills.
- 12) Ability to be trained in processing and submitting information electronically through Kronos, Banner, Seamless Docs, SharePoint, and any other sites required by the City of Dayton, State of Ohio, and Ohio Supreme Court.
- 13) Ability to use the Web Enabled Justice Information System (WEJIS).
- 14) Ability to work as part of the Court team.
- 15) Ability to work well with the public, parties to a case, the Judges, attorneys, Court personnel, City personnel, County personnel, news media, and others.
- 16) Ability to work on several tasks simultaneously.
- 17) Ability to prioritize work.

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.

APPLICATION PROCESS

Please submit a resume with a cover letter and two professional references on or before **September 18, 2026, by 4:00 p.m.** 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**