

DAYTON MUNICIPAL COURT

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

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE: ELECTRONIC MONITORING PROGRAM SECRETARY
DEPARTMENT: Supervision, Electronic Monitoring Program
REPORT TO: The Chief of Supervision and Deputy Chief of Supervision
STARTING SALARY: \$21,663.00
HOURS: Part-time, 9:00 a.m. — 1:00 p.m.
POSTED: April 1, 2025
DEADLINE: April 25, 2025

JOB PURPOSE AND OVERVIEW

Perform clerical and secretarial support for Electronic Monitoring Program (EMP). Perform administrative tasks such as receiving and processing EMP money orders. Contact for the Program with the Court staff, Jail, attorneys, defendants, community organizations, government entities, and the public. Troubleshoot issues related to EMP cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- 1) Receive and process EMP referrals and enter information into JusticeWeb, Behavioral Intervention (BI), Web Enabled Justice Information System (WEJIS), Ohio Community Supervision System (OCSS), and other computer systems.
- 2) Determine eligibility/ineligibility for EMP and prepare related reports for Court officials.
- 3) Create case files and prepare and process proper paperwork and equipment for defendants placed on EMP.
- 4) Answer EMP office phone, handle calls, and troubleshoot issues related to EMP cases.
- 5) Prepare memos and forward them to the appropriate Court.
- 6) Maintain and update client files and case notes.
- 7) File paperwork and maintain filing system for EMP documents.
- 8) Close EMP cases in the appropriate computer systems.
- 9) Receive money orders connected to EMP and process them appropriately.
- 10) Deliver payments to Administrative Assistant.
- 11) Interact with the Montgomery County Jail, by phone and in person, when defendants are to be released to EMP personnel.
- 12) Maintain EMP statistics and prepare and submit related reports.
- 13) Create and maintain instruction manuals and forms regarding EMP systems, programs, and processes.
- 14) Contact for EMP with the Court staff, Jail, attorneys, defendants, community organizations, government entities, and the public.

- 15) Maintain Office inventory and separate from EMP inventory.
- 16) Weekly determination of number of clients placed on and terminated from EMP.

OTHER DUTIES

- 1) Place EMP devices on defendants and remove them when needed.
- 2) Assist EMP Officers as needed.
- 3) Monitor EMP devices.
- 4) Perform any duties determined necessary by the Chief or Deputy Chief of Supervision.

QUALIFICATIONS AND REQUIREMENTS

High School Diploma/GED with prior secretarial experience, plus:

- 1) Computer and electronic equipment knowledge, including word processing and website navigation skills.
- 2) Knowledge of EMP rules, devices, and procedures.
- 3) Familiarity with State and City laws, plus Court security practices and procedures.
- 4) Familiarity with WEJIS, Ohio Community Supervision System, JusticeWeb, Behavioral Intervention, and other criminal justice government websites.
- 5) Active shooter training, Court security training, and knowledge of safety practices.
- 6) Ability to work well with EMP clients, handle issues, and defuse volatile situations.
- 7) Ability to use good judgment and work well with little supervision.
- 8) Trouble-shooting and problem-solving skills.
- 9) Verbal and written communication skills, including legible handwriting and accurate spelling and grammar.
- 10) Time management and organizational skills.
- 11) Ability to work on several tasks simultaneously.
- 12) Experience working with the public.
- 13) Ability to receive feedback and take instruction from management.
- 14) Professional conduct and attire.

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 letters of reference on or before **April 25, 2025, by 4:00 p.m. by email 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**