

**VACANCY IN THE MONTGOMERY  
COUNTY PROSECUTING ATTORNEY'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of Paralegal for the **Juvenile Division**. This is a full time, classified position. Minimum starting salary is \$52,000.00 with full benefits including OPERS.

Applicants should mail, e-mail or fax cover letter and resume with references to:

Ms. Karen Clift  
Personnel, Payroll & Benefits Officer  
Montgomery County Prosecutor's Office  
301 West Third Street, P.O. Box 972  
Dayton, OH 45422  
Fax (937) 496-3129  
[cliftk@mcohio.org](mailto:cliftk@mcohio.org)

**Paralegal** (see attached job description)

Minimum starting salary is \$52,000.00.

Full county benefits include participation in the Ohio Public Employees Retirement System (OPERS); access to deferred compensation programs; health insurance with an HSA match, dental and vision insurance, wellness program, life insurance, paid vacation/sick/holiday leave, and access to short-term disability and employee assistance programs. More information about benefits can be found on the Montgomery County Benefits website: [www.mcbenefits.org](http://www.mcbenefits.org).

Additionally, the Montgomery County Prosecutor provides employees with six weeks of paid parental leave (concurrent with available twelve weeks of leave under FMLA, if eligible) in addition to sick and vacation leave, plus the possibility of working one day per week remotely. Staff may also be eligible for Public Service Loan Forgiveness (PSLF).

## **PARALEGAL**

### **JOB RESPONSIBILITY**

Responsible for assisting the Assistant Prosecuting Attorneys assigned to the Montgomery County Prosecuting Attorney's Juvenile Division in the day-to-day processing of delinquency cases against juveniles and misdemeanor cases of abuse or neglect against caregivers handed by the Juvenile Court. Applicant must be organized, professional, detail oriented, and have strong communication skills.

### **ILLUSTRATIVE DUTIES:**

Draft complaints and other pleadings and motions with strict compliance to deadlines;

Ensure service has been perfected on pending cases;

Organize and docket discovery requests and responses;

Perform various clerical tasks as needed;

Calendar events and keep track of deadlines;

Research case law and statutes on Lexis;

Perform any other duties assigned by the Prosecuting Attorney or his Assistant Prosecuting Attorneys.

### **NECESSARY SKILLS, KNOWLEDGE AND ABILITIES**

Possess a working knowledge of legal office practices and procedures; office equipment; proficiency with Microsoft Word, word processing/typing, and Microsoft Excel; legal terminology and general understanding of court procedures. Possess the 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; work in a team environment with other support staff, attorneys and supervisor; and have effective oral and written communication skills.

### **QUALIFICATIONS DESIRABLE FOR EMPLOYMENT**

Bachelor's Degree, or Associates Degree in Paralegal Studies from an institution accredited by the American Bar Association, or extensive on the job paralegal training in the field, or a law degree.