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## EMPLOYMENT OPPORTUNITIES

MONTGOMERY COUNTY  
Department of Human Resources  
451 West Third Street, 9th Floor  
Dayton, OH 45422

<http://www.mcoho.org>

*Employment Opportunities November 13, 2020 – November 19, 2020*

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03987	Secretary 2	Full-time Regular	\$17.17/Hour
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**Department:**

JFS/CSD - JFS Children Services

**Class Concept:**

Under general supervision, provides clerical support. Full performance level in the secretarial occupation under general supervision by the Supervisor, provides clerical support to Job & Family Services and Children Services departments requiring considerable knowledge of clerical and administrative procedures in order to provide support and perform a variety of administrative tasks, as outlined in rank 1 job duties.

**Minimum Class Requirements:**

High school diploma or equivalency - Five (5) years of full-time administrative experience AND 1-2 years of experience utilizing job-related databases, maintaining records for compliance audits and coordinating meeting, training, and/or conference logistics. Must have valid driver's license, insurance and provide own transportation. (Other Evidence May Be Substituted)

To apply, go to <https://www.governmentjobs.com/careers/montgomery>.