

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

The Montgomery County Prosecuting Attorney will accept resumes for the position of Legal Secretary until Friday, May 17, 2019. This is a full time, classified position with benefits, including OPERS. Starting salary is \$30,000.00.

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

Ms. Karen Clift; Personnel, Payroll & Benefits Officer  
301 West Third Street  
P.O. Box 972  
Dayton, Ohio 45422  
Phone (937) 496-7742  
Fax (937) 496-3129  
[cliftk@mcoho.org](mailto:cliftk@mcoho.org)

**JOB RESPONSIBILITY**

Responsible for secretarial and clerical support for Assistant Prosecuting Attorneys, providing administrative secretarial services including typing technical and legal material, and performing other related duties as set forth below under "Illustrative Duties":

**ILLUSTRATIVE DUTIES**

Type legal correspondence, pleadings and contracts from transcription, dictation, rough draft and other material, and with strict compliance to deadlines;

Handle paperwork and records related to the processing of felony cases;

Set up and organize new files and file legal data;

Responsible for receiving, opening and distributing mail;

Arrange meetings and keep appointment schedules;

Professionally interact with public by telephone and in person;

Perform various clerical tasks as needed in all areas of the office;

Prepare and organize documents and paperwork involving Common Pleas Court dockets;

Communicate and interact with judges, bailiffs, attorneys, police officers and other court personnel;

Prepare letters advising victims of case status during processing of cases;

Enter information in criminal case database.

**NECESSARY SKILLS, KNOWLEDGE AND ABILITIES**

Knowledge of office practices and procedures; knowledge of office equipment; knowledge of Microsoft Word; public relations skills; knowledge of legal terminology and general understanding of court procedures; ability to transcribe dictation; 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; ability to develop and maintain an effective working relationship with supervisor, administrators and associates; skill in typing; skill in effective oral and written communication.

**QUALIFICATIONS DESIRABLE FOR EMPLOYMENT**

High school diploma or GED; courses in secretarial or office procedures; prior legal secretarial experience preferred; ability to operate all modern office equipment.

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

The Montgomery County Prosecuting Attorney will accept applications for the position of Assistant Prosecuting Attorney until 4:30 p.m. on Friday, May 17, 2019. Depending on experience and qualifications, successful applicants will be placed in the Appellate, Civil, Criminal, or Juvenile Division. The Appellate Division is responsible for preparing and arguing appeals of criminal and juvenile cases in which our county or the State of Ohio is involved. The Civil Division's main function is to provide legal counsel and representation to elected officials, including all county elected officials, judges, and township trustees. The Criminal Division is responsible for prosecuting felony cases that occur in our county. The Juvenile Division handles cases against offenders under the age of 18, cases against adults who abuse or neglect children, and intervenes to protect, and in some cases remove, abused and neglected children from dangerous environments. Candidates should possess a strong academic record, good writing and oral communication skills, and be a member of the Ohio Bar. This position is full time; no private practice is allowed. Minimum starting salary is \$52,500.00 with full benefits including OPERS.

Send, e-mail or fax a cover letter, resume and list of three professional references to:

Ms. Debra B. Armanini  
First Assistant Prosecuting Attorney  
Montgomery County Prosecutor's Office  
301 West Third Street, P.O. Box 972  
Dayton, OH 45422  
Fax (937)225-3470  
[armaninid@mcoho.org](mailto:armaninid@mcoho.org)

*The Montgomery County Prosecutor's Office is an Equal Opportunity Employer*

# MONTGOMERY COUNTY JUVENILE COURT NEWS

## **MANDATORY MEETING** - Montgomery County Juvenile Court Court Appointed Attorneys/GAL(s)

Judge Capizzi and Judge Wallace are having a mandatory meeting for ALL Attorneys/GAL(s) that are on the Juvenile Court Appointed List. There are two (2) different dates available to choose from:

- June 5<sup>th</sup> 5:00 PM – 6:00 PM
- June 6<sup>th</sup> 5:00 PM – 6:00 PM

There will be an agenda mailed out to everyone the week of May 27th. You are only excused by pre-meeting approval.

Please make sure your email is updated with the Court - Tamara Mannix 225-4267 or [tmannix@mcjcoho.org](mailto:tmannix@mcjcoho.org)

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## OHIO SECOND DISTRICT COURT OF APPEALS

The Court issues case summaries of the week for the convenience of the public, the bench and the bar. They are a brief statement of the holding of the court in the matter noted and are not to be considered headnotes or syllabi. Readers may obtain copies of an opinion from the particular county's clerk of courts. Full text of each opinion below.

[>Ohio Supreme Court Website](#)

[>View Court Summaries](#)

# Greene County Domestic Relations Court

Quarterly Newsletter, Issue 02, May 2019



## Important Dates

May 27<sup>th</sup> – Memorial Day, courthouse closed

July 4<sup>th</sup> – Courthouse closed

## Local Rules Update

The comment period for the Local Rules ended on April 20<sup>th</sup>.

## Food Holidays

May 16<sup>th</sup> – National Barbecue Day

June 4<sup>th</sup> – National Cheese Day

## ISSUE SPOTLIGHT: Child Support

March was a busy month for domestic relations and juvenile law practitioners with House Bill 366 going into effect on March 28<sup>th</sup>. For the Court, this has meant drafting new child support and health insurance language, issue spotting, and problem-solving. In an effort to cut down on some of the confusion and clarify some of the gray areas, the Court would like its practitioners to know the following things:

### Child Support and Health Insurance Language:

- The Court requires specific language to be used in all child support and health insurance Orders.
- The Court's language was revised in March, 2019 so that it complies with current law.
- This language is available on the Court's website in Word and PDF formats.
  - Visit: <https://www.co.greene.oh.us/415/Domestic-Relations-Court>
  - Click on the 'Attorneys' page to access the language.

### Child Support Worksheets:

- The Court uses Puritas Springs child support worksheet software.
- Puritas Springs underwent a significant revision so that the software complies with current law.
- The Court's lobby computer has the upgraded version of Puritas Springs available for attorney/litigant use. A printer is attached.

### Cash Medical:

- Cash medical is no longer defined as an obligation to be paid by the child support Obligor to reimburse the State of Ohio when private health insurance is not available at a reasonable cost to either party.
- Cash medical is now defined as the amount ordered to be paid in a child support order toward ordinary medical expenses incurred during a calendar year. *Both parties have a cash medical obligation.*
- Although the statute does not clarify whether an Obligor's cash medical obligation accumulates from year to year, the Court is taking the position that it does accumulate.
  - This means that parties should be keeping detailed records of money spent on children's medical expenses. Detailed records will be vital to the Court's determination of whether the annual cash medical allotment was used for medical expenses, and if not, how much of an overpayment exists.
- The Court intends to follow proposed Local Rule 3.4(C)(2)(b) which imposes a 2 year deadline in which to raise issues related to healthcare expenses.

### Health Insurance Costs

- Line 10b of the child support worksheet (formerly Line 20a) asks for the total, actual out-of-pocket costs for health insurance premiums for the parents, not just marginal out-of-pocket costs to insure the children.

## Jurisdiction Changes

Another change to domestic relations and juvenile law went into effect on March 22<sup>nd</sup>. House Bill 595 transferred jurisdiction over custody and child support cases involving married parties who are not terminating their marriages. Juvenile Court has jurisdiction to hear such cases until March 22<sup>nd</sup>. Now, these cases shall be heard at Domestic Relations Court.

All child support cases involving married persons not divorcing will be referred to the CSEA to establish a child support Order. DR Court will hear IV-D contempt issues in these cases, as well as modification and termination requests a party wishes to bring when they do not qualify for an administrative review. These cases will be designated as 'DS' cases, or 'Domestic Support' cases (EX: 2019 DS 0001). There will be no DR-related fees to establish a child support order through the CSEA. However, there will be a \$200 filing fee in cases in which the DR Court must become involved for contempt or modification purposes. There will be a \$225 fee to reopen these cases should they need further litigation after the initial DR case is brought.

All custody cases involving married persons not divorcing can be brought directly to the DR Court. A Complaint for Custody, Affidavit of Financial Disclosure, Parenting Proceeding Affidavit, and Instructions must be filed to initiate a case. There will be a filing fee of \$350 for new custody cases, and a \$225 filing fee to reopen a closed custody case. These cases will be designated as 'DC' cases, or 'Domestic Custody' cases (EX: 2019 DC 0001).

## Puzzle Corner

If you've ever walked past the DR breakroom, you've no doubt seen a puzzle in progress on the breakroom table. Thanks to Magistrate Martin and Michelle, the DR staff have found a new way to have fun during breaks in the action around the courthouse. In December, the staff took on its most daunting puzzle to date: a 3,000 piece safari puzzle. It took a few months and a lot of dedication but the safari was finally completed in February. The picture below doesn't do it justice, so come see the majestic creatures of the jungle in person next time you need to schedule with Gail or Michelle. (A picture with the puzzle only costs \$5. What a bargain). Also, be sure to ask Magistrate Combs about her search through a replacement puzzle to find 5 missing pieces.

