



**Montgomery County Common Pleas Court
Juvenile Division**
380 West Second Street
Dayton, Ohio 45422-4240
Fax (937) 496-6857

NOTICE OF VACANCY: DEPT ATTORNEY / COORDINATOR OF VOLUNTEERS

Notice Issued October 19, 2018

Posting Period October 19, 2018 – November 2, 2018

Department CASA

DISTINGUISHING JOB CHARACTERISTICS

Must be able to read and interpret statutes, case law, rules and other legal documents and verbiage. Must be able to comprehend other documents such as safety rules, operating and maintenance instructions and procedure manuals. Strong written and verbal communication skills are a must. Supervises and coordinates CASA Volunteer Program.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Minimum of a Law Degree and a current license to practice law in the State of Ohio. Completion of CASA training following appointment.

The ability to pass a criminal background check. Valid Ohio Driver’s License and Insurance.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Completion of GAL training

Position Location 380 W. Second Street, Dayton OH 45422

Salary: Salary commensurate with education and experience.

Applications will be accepted until 4:00 p.m. on the last day of the posting date.
Interested candidates may submit application or resume with cover letter, Attention:
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

AN EQUAL OPPORTUNITY EMPLOYER