



**Montgomery County Common Pleas Court  
Juvenile Division**

380 West Second Street  
Dayton, Ohio 45422-4240  
Fax (937) 496-6857

**NOTICE OF VACANCY: CONTROL DESK CLERK (FULL-TIME)**

**Notice Issued**            July 13, 2020

**Posting Period**        July 13, 2020 – Until Filled

**Department**            Center for Adolescent Services

**Position Location**    333 Accesses Rd., New Lebanon

**Salary:**                    \$14.48 hourly

**DISTINGUISHING JOB CHARACTERISTICS**

Responsible for maintaining security control station, which monitors the entire 24-hour, 7 day per week Center for Adolescent Services. Maintains and enforces security procedures, and ensures safety and security of both youth and staff. Completes Control Desk Logs, controls juvenile movement within the facility, and maintains facility inventories for youth supplies and security equipment. Maintains communications with Youth Specialists and Youth Specialist Supervisors throughout the shift to discuss incidents, facility schedule, and others issues to maintain security.

**QUALIFICATIONS**

High School diploma, GED or equivalent, with one-year experience working with youth. Ability to pass criminal background check.

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.

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**