



**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 – PART-TIME

Notice Issued February 16, 2017

Posting Period February 16, 2017 – Until Filled

Department Center for Adolescent Services

Position Location 333 Access Blvd., New Lebanon

Salary: \$12.16 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. Conducts nighttime indoor perimeter checks to identify unusual situations and ensure building 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