



**Montgomery County Common Pleas Court  
Juvenile Division**

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

**NOTICE OF VACANCY: CASE PROCESSING SPECIALIST–FULL-TIME**

**Notice Issued** April 22, 2019  
**Posting Period** April 22, 2019 - Until Filled  
**Department** Intervention Center

**DISTINGUISHING JOB CHARACTERISTICS**

Performs general clerical duties related to the preparation and processing of complaints and case files. Processes and notarizes/affirms delinquency and unruly complaints presented by Prosecutor's Office, law enforcement agencies, school representatives, and Assessment Specialists. Inputs data regarding a youth's charge(s) and demographics into the Juvenile Court System. Creates the official file, generates the proper paperwork, and inserts appropriate paperwork for each youth into file folders. Dockets case on Judge/Magistrate's calendars and routes cases to the appropriate designation. **In this position you will be required to work second shift, 2pm-10pm, with rotating weekends.**

**QUALIFICATIONS**

High school degree, GED or equivalent with coursework or experience in general office practices, including typing and word-processing. Must be able to type 40 wpm. Must be able to pass a 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.

**Position Location** 380 W. Second St.  
**Salary:** \$14.91 hourly

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**

Anthony Capizzi, Administrative Judge  
Helen Wallace, Judge



Eric J. Shafer  
Court Administrator

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