



**Montgomery County Common Pleas Court  
Juvenile Division**

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

**NOTICE OF VACANCY: INTAKE SPECIALIST (Full-time)**

---

**Notice Issued**            June 6, 2018  
**Posting Period**        June 6, 2018 – June 22, 2018  
**Department**            Probation Services

**DISTINGUISHING JOB CHARACTERISTICS**

Completes registration for juveniles ordered to participate in the Work Program and the Evening Reporting Centers; Reviews and files probation contracts or DYS Suspended Commitment forms for clients and ensures appropriate documentation is recorded in the JCS and forwarded to Probation Administration. Also provides administrative support to the Work Program and ERC Programs.

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

**QUALIFICATIONS**

Associates degree in Social Sciences or related field. One-year experience working with youth preferred. Good Driving Record.

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**    3501 Merrimac Ave.

**Salary:**                \$12.52 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**