



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

**NOTICE OF VACANCY: WORK DETAIL COORDINATOR (Part-time)**

**Notice Issued**            November 1, 2018

**Posting Period**        November 1, 2018 – Until Filled

**Department**            Probation Services

**DISTINGUISHING JOB CHARACTERISTICS**

This position supervises and works with juveniles, ages 11-20, at work sites. Monitors and reports youth's participation. Provides instruction and direction to youths involved in work details such as mowing grass, raking leaves, picking up and bagging trash, and other general maintenance tasks.

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

**QUALIFICATIONS**

High school Degree, GED or equivalent and demonstrable ability to learn job requirements. Experience with at risk youth preferred. Must have valid driver's license and proof of insurance. Ability to pass a criminal background check.

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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:**                    \$12.16 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**