



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

NOTICE OF VACANCY: RECEIVING SPECIALIST I– Full-Time

Notice Issued January 8, 2019
Posting Period January 8, 2019 – Until Filled
Department Intervention Center

DISTINGUISHING JOB CHARACTERISTICS

Performs multiple tasks related to the admission, maintenance and release of youths to and from the Intervention Center (IC) and/or Detention; monitors IC security system and controls access to secure areas of the Court. Employee will be assigned to work morning, afternoon, evenings and/or weekends due to 24-hour a-day nature of operation. This position works a rotating schedule that includes two twelve-hour shifts and may include overtime. Working hours primarily Monday-Friday, 2:00pm-10:00pm.

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

QUALIFICATIONS

High School degree, GED or equivalent, with general experience or training in corrections, law enforcement, military, or related field. Must be familiar with Microsoft Office Products.

The ability to pass a criminal background check. Valid Ohio Driver’s License and Insurance.

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 Street, Dayton OH 45422

Salary: \$15.35 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