



**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
Area Code (937) 496-7707

NOTICE OF VACANCY: TITLE IV-E SPECIALIST

Notice Issued July 28, 2017
Posting Period July 28, 2017 – August 11, 2017
Department Probation Services

DISTINGUISHING JOB CHARACTERISTICS

As a member of the Placement Support Team, performs various duties in the administration of the Statewide Automated Child Welfare Information System (SACWIS), a comprehensive case management database. Processes documentation, inputs case management information, and performs quality assurance to ensure the accuracy of Juvenile Court case data within the database. Performs various clerical and administrative duties to ensure the efficiency of referrals, team meetings and communication with Court personnel. Processes forms and documentation in the administration of IV-E Program. Interviews families and completes IV-E eligibility information

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

QUALIFICATIONS

Bachelor’s degree in social sciences, business or related field or an appropriate combination of education, training, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. Knowledge of the SACWIS database is desired. Or, demonstrate the ability to learn SACWIS database requirements following appointment.

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: A24 - \$40,352.00 Annually

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