



**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 December 5, 2017
Posting Period December 5, 2017 – 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.

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