



**Montgomery County Common Pleas Court
Juvenile Division**

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

NOTICE OF VACANCY: CASE PROCESSING SPECIALIST –Full-Time

Notice Issued August 1, 2017
Posting Period August 1, 2017 – Until Filled
Department Intervention Center

DISTINGUISHING JOB CHARACTERISTICS

Performs general clerical duties related to the preparation and processing of complaints and case files. Processes and notarizes/affirms delinquency and unruly complaints presented by Prosecutor's Office, law enforcement agencies, school representatives, and Assessment Specialists. Inputs data regarding a youth's charge(s) and demographics into the Juvenile Court System. Creates the official file, generates the proper paperwork, and inserts appropriate paperwork for each youth into file folders. Dockets case on Judge/Magistrate's calendars and routes cases to the appropriate designation. In this position you will be required to work 2 pm-10pm Monday through Friday, with rotating weekend coverage.

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

QUALIFICATIONS

High school diploma, GED or equivalent with coursework or experience in general office practices, including typing and word-processing. Must be able to type 40 wpm. Must be able 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 380 W. Second St.
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