

Anthony Capizzi, Administrative Judge  
Helen Wallace, Judge



Eric J. Shafer  
Court Administrator

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

## **NOTICE OF VACANCY: FACILITY SUPPORT**

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**Notice Issued**            September 27, 2019  
**Posting Period**        September 27, 2019 – Until Filled  
**Department**            Detention Services

### **DISTINGUISHING JOB CHARACTERISTICS**

Performs work in coordinating the linen and food cart distribution to the staff and youth daily. Retrieve clothing from secure vestibule after being washed and transport to clothing area where the clothes are unfolded and checked for contraband. Refold clothing and place into individual packet before being transported to housing units. Performs other duties as required by Court Administrator and/or Director of Detention.

### **QUALIFICATIONS**

High School Diploma or GED and one year experience and/or training in institutional food preparation, and following prescribed menus. 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**    380 W. Second St.

**Salary:**                    \$13.27 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**