



**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 – (FT)

Notice Issued April 14, 2021

Posting Period April 14, 2021 – Until Filled

Department Intervention Center

Position Location 380 W. Second St.

Pay Grade: \$14.91 hourly

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 cases on Judge/Magistrate's calendars and routes cases to the appropriate destination. **There are currently (2) open positions. Both positions require the employee to work second shift, 2pm-10pm, 40 hours per week, with rotating days off.**

“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 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.

Interested candidates may apply at <http://www.mcjcoho.org/job-openings/>.

AN EQUAL OPPORTUNITY EMPLOYER