



**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
(937) 496-7908
Fax (937) 225-5800

NOTICE OF VACANCY: WORK DETAIL COORDINATOR (Part-time)

Notice Issued	<u>September 13, 2021</u>
Posting Period	<u>September 13, 2021 – Until Filled</u>
Department	<u>Probation Services</u>
Salary	<u>\$14.48 hourly</u>

DISTINGUISHING JOB CHARACTERISTICS

This position supervises and works with juveniles, ages 12-19, at work sites. Monitors and reports youth's participation. Provides instruction and direction to youths involved in work details such as flyer distribution, serving food to those in need, 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 demonstrate 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.

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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 Avenue, Dayton, Ohio 45405

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

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

AN EQUAL OPPORTUNITY EMPLOYER