



**Montgomery County Common Pleas Court
Juvenile Division**

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

NOTICE OF JOB POSTING: COURT SERVICES SUPERVISOR

Notice Issued September 15, 2021
Posting Period September 15, 2021- Until Filled
Department Court Services Department

DISTINGUISHING JOB CHARACTERISTICS

The Court Services Supervisor is responsible for the direct supervision of Courtroom Specialists and Deputy Clerks that are working in the courtroom or clerk's office. The supervisor is responsible for ensuring effective case flow management, quality assurance of court entries and ensuring coverage needs are met for all courtrooms and clerk's office functions. The supervisor is also responsible for the training, coaching and development of staff.

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

QUALIFICATIONS

An advanced degree in Paralegal, Criminal Justice or related program is preferred; or high school diploma, GED or equivalent, with related experience as a Deputy Clerk, Courtroom Specialist or within the Juvenile Justice System.

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 West Second Street, Dayton, OH 45422

Salary: Commensurate with education and experience.

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