Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer

Job Title: Receiving Specialist **Department:** Intervention

Posting Issued: January 5, 2023
Posting Closing: Until Filled
Position Location: Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422
Job Type: Full-time
Salary: $20.35/hr.
Shift: 2nd with rotating weekends

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; $60,000 in basic life and AD&D coverage;
Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;
Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.
Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Performs multiple tasks related to the admission, maintenance and release of youth to and from the Intervention Center (IC) and/or Detention; monitors cameras and controls access to the secure areas of the Intervention Center. **The priority focus of this position is the installation, monitoring, violation and termination of youth on the Court's Electronic Home Monitoring Program**. Employee will be assigned to work morning, afternoon, evenings and/or weekends due to 24-hour a-day nature of operation. The position works a rotating schedule and may include overtime. **The schedule for this specific position is 40 hours per week, from 2pm-10pm, 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 general experience or training in corrections, law enforcement, military, or related field. Must be familiar with Microsoft Office Products.

The ability to pass a criminal background check. Valid Ohio Driver's License and Insurance.

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 online at http://www.mcjcohio.org/job-openings/

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

AN EQUAL OPPORTUNITY EMPLOYER