



**Montgomery County Common Pleas Court  
Juvenile Division**

380 West Second Street  
Dayton, Ohio 45422-4240  
Fax (937) 496-6857

**NOTICE OF VACANCY: CONTROL DESK CLERK – FULL-TIME**

**Notice Issued**            December 1, 2021

**Posting Period**        December 1, 2021 – Until Filled

**Department**           Center for Adolescent Services

**Position Location**    333 Accesses Blvd., New Lebanon, OH 45345

**Salary:**                 \$14.48 hourly

**DISTINGUISHING JOB CHARACTERISTICS**

Responsible for maintaining security control station, which monitors the entire 24-hour, 7-day per week Center for Adolescent Services. Maintains and enforces security procedures, and ensures safety and security of both youth and staff. Conducts nighttime indoor perimeter checks to identify unusual situations and ensure building security.

**QUALIFICATIONS**

High School diploma, GED or equivalent, with one-year experience working with youth. Ability to pass 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 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**