

Anthony Capizzi, Administrative Judge  
Helen Wallace, Judge



Eric J. Shafer  
Court Administrator

**Montgomery County Common Pleas Court**  
**Juvenile Division**  
380 West Second Street  
Dayton, Ohio 45422-4240  
Fax (937) 496-6857

## **NOTICE OF VACANCY: FACILITY SUPPORT (FT)**

---

**Notice Issued**            December 17, 2021

**Posting Period**        December 17, 2021 – Until Filled

**Department**           Detention Services

### **DISTINGUISHING JOB CHARACTERISTICS**

Performs work in coordinating the linen and food cart distribution to the staff and youth daily. Retrieve clothing from secure vestibule after being washed and transport to clothing area where the clothes are unfolded and checked for contraband. Refold clothing and place into individual packet before being transported to housing units. Performs other duties as required by Court Administrator and/or Director of Detention.

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

### **QUALIFICATIONS**

High School Diploma or GED and one year experience and/or training in institutional food preparation, and following prescribed menus. Ability 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.

**Position Location**    380 W. Second Street, Dayton, Ohio 45422

**Salary**                    \$13.27 hourly

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**