



**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
(937) 225-4141
Fax (937) 496-7270

NOTICE OF VACANCY: CASE PROCESSING SPECIALIST (FULL-TIME)

Notice Issued April 5, 2022

Posting Period April 5, 2022 – Until Filled

Department Intervention Center

DISTINGUISHING JOB CHARACTERISTICS

Performs general clerical duties related to the preparation and processing of complaints and case files. Processes and notarizes/affirms delinquency and unruly complaints presented by Prosecutor's Office, law enforcement agencies, school representatives, and Assessment Specialists. Inputs data regarding a youth's charge(s) and demographics into the Juvenile Court System. Creates the official file, generates the proper paperwork, and inserts appropriate paperwork for each youth into file folders. Dockets cases on Judge/Magistrate's calendars and routes cases to the appropriate destination. **This position requires the employee to work first shift, 6am-2pm, 40 hours per week, with rotating days off.**

QUALIFICATIONS

High school degree, GED or equivalent with coursework or experience in general office practices, including typing and word-processing. Must be able to type 40 wpm. Must be able 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 \$14.91 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