



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

NOTICE OF VACANCY: HUMAN RESOURCE OFFICER

Notice Issued June 10, 2022

Posting Period June 10, 2022 – June 24, 2022

Department Court Administration/Human Resources

DISTINGUISHING JOB CHARACTERISTICS

Full performance level in human resource support functions and office management under general direction, requiring considerable knowledge of human resources policies and procedures in order to assist higher-level human resources management in carrying out activities which enable compliance within division of all federal, state, and county regulations and rules.

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

QUALIFICATIONS

Completion of undergraduate core program in human resources, business administration, management, or public administration, OR Human Resources related areas experience of 2 years, with at least 3 courses in human resources or public administration. - OR alternative, equivalent evidence of the Minimum Requirements.

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, OH 45422

Salary: \$21.18 per hour

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

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