



Montgomery County Juvenile Court

Judge Anthony Capizzi

Judge Helen Wallace

Court Administrator Eric Shafer



Job Title: Control Desk

Department: CAS

Posting Issued: October 6, 2022

Posting Closing: Until Filled

Position Location: 333 Access Rd, New Lebanon, OH 45345

Job Type: Full-time

Salary: \$14.48/hr.

Shift: Bi-Weekly Rotating Schedule- 3pm-11pm, 11pm-7am, and 7pm-7am

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

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