



Montgomery County Juvenile Court

Judge Anthony Capizzi
Judge Helen Wallace
Court Administrator Eric Shafer



Job Title: DIRECTOR OF COURT SERVICES

Department: COURT SERVICES

Posting Issued: October 21, 2022

Posting Closing: Until Filled

Position Location: Juvenile Justice Center – 380 W. Second Street, Dayton, OH 45422

Job Type: Full-time

Salary: Commensurate with experience

Shift: 1st

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

Provides leadership to the Court Services Department by ensuring efficient case- flow management of civil, abuse, neglect, dependency (A,N,D) and delinquency case types. Responsible for managing the Juvenile Court official record and ensuring Juvenile Court’s compliance with the Ohio Revised Code, the Ohio Rules of Civil and Criminal Procedure and Ohio Supreme Court Rules of Superintendence. Responsible for leadership and management of 38 Court Services staff.

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

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Juris Doctorate, Master’s Degree in public administration, MIS, business or related field with over five years designing, developing and implementing case management programs, including experience in general statistical and program analysis and e-filing.

Juris Doctorate degree preferred.

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