



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Receiving Specialist

**Department:** Intervention

**Posting Issued:** January 25, 2023

**Posting Closing:** Until Filled

**Position Location:** Juvenile Justice Center - 380 W. Second Street, Dayton, Ohio 45422

**Job Type:** Full-time

**Salary:** \$20.35/hr.

**Shift:** 3<sup>rd</sup> with rotating weekends

### **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**

Performs multiple tasks related to the admission, maintenance and release of youth to and from the Intervention Center (IC) and/or Detention; monitors cameras and controls access to the secure areas of the Intervention Center. Employee will be assigned to work morning, afternoon, evenings and/or weekends due to 24-hour a-day nature of operation. The position works a rotating schedule and may include overtime. **The schedule for this specific position is 40 hours per week, from 10pm-6am, with rotating days off.**

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

### **QUALIFICATIONS**

High School degree, GED or equivalent, with general experience or training in corrections, law enforcement, military, or related field. Must be familiar with Microsoft Office Products.

The ability to pass a criminal background check. Valid Ohio Driver’s License and Insurance.

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**