



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Court Services Officer

Department: CAS

Posting Issued: March 10, 2023

Posting Closing: Until Filled

Position Location: 333 Access Rd New Lebanon, OH 45345

Job Type: Full-time

Salary: 20.35/hr

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

Transports youths to and from appointments and activities in the community outside of the facility.

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

QUALIFICATIONS

High School diploma or GED with current Ohio driver’s license. Ability to learn and follow security procedures. Experience with at risk youth and a clean driving record.

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