



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Case Management Specialist II

Department: Judges

Posting Issued: May 5, 2023

Posting Closing: Until Filled

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$18.76/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

Performs variety of administrative and clerical tasks to prepare for, and coordinate judicial case hearings.

“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: High School Degree, GED or equivalent with coursework in office practices, including training in clerical or administrative work in a judicial system. Two years related work experience.

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.

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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

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER