



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Control Desk Clerk

**Department:** CAS

**Posting Issued:** July 31, 2023

**Posting Closing:** Until Filled

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

**Job Type:** Part-time

**Salary:** \$16.00/hr

**Shift:** 7am – 3pm; 11pm – 7am; As needed; Varies

### 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**

**POSITION DESCRIPTION**  
**Montgomery County Common Pleas Court**  
**Juvenile Division**

**CLASSIFICATION TITLE: Control Desk Clerk**

<b>FLSA STATUS:</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time (Varied Hours)
<b>DEPARTMENT</b>	CAS	<b>REPORTS TO</b>	Unit Supervisor
		<b>WORK SCHEDULE</b>	40 hours per week

**DISTINGUISHING JOB CHARACTERISTICS**

Responsible for maintaining security control station, which monitors the entire 24-hour, 7 day per week Center for Adolescent Services.

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

**ESSENTIAL DUTIES:**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered under the Americans with Disabilities Act, in accordance with its requirements.*

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.

Maintains group movement and control. Refers questionable activity to appropriate sources.

Completes Control Desk Logs, Vehicle Usage Logs, Incident Reports and other reports as necessary.

Maintains communications with Unit Counselors during shift change to discuss incidences, youth problems, and others issues to maintain security.

Assist in monitoring visitation via camera and maintains log reflecting names of visitors, juvenile visited and related information. Observes visitors and monitors physical contact between youth and visitor to maintain facility security.

Provides CPR and First Aid as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations.

Excellent attendance is an essential job function.

**OTHER DUTIES AND RESPONSIBILITIES**

Perform other duties as assigned.

### SCOPE OF SUPERVISION

None

### EQUIPMENT OPERATED

Computer Operated Security Control System, telephone, Key Control System, Watch Tour System, Copier, TV; VCR; Keys; handcuffs; shackles; walkie-talkie and other standard office equipment.

### CONTACTS WITH OTHERS

Facility Staff; residents; clergy; residents' families and other court personnel.

### CONFIDENTIAL DATA

Juvenile records; juvenile medical records; Court records; educational records; Youth Behavior Logs.

### WORKING CONDITIONS

Good general working conditions but with occasional exposure to outside weather conditions when transporting youth or supervising outside activities. Possible exposure to assaults from youth. Possible exposure to blood, urine and other bodily fluids. Job requires employee to make physical contact with youth for the purposes of restraining, transporting, etc.

### USUAL PHYSICAL DEMANDS

***The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.***

While performing duties of this job, the employee normally must be able to walk through the facility, perform light physical labor, and may occasionally have to physically restrain and control persons of varying weights and strengths, for short and prolonged periods. The employee typically travels up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee may occasionally drag weights up to 175 pounds, and lift heavy objects up to 25 pounds.

The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** facility rules, regulations and policy; laws related to detention operations; basic psychology and human relations; societal & familial issues; group dynamics; crisis intervention process and techniques; counseling techniques; security and safety precautions.

**Ability to:** apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exercise sound judgment in making fair but firm decisions; work in a locked environment.; physically restrain an individual.

**Skill in:** first aid; CPR; listening; crisis intervention; mediation; verbal and written communication; observation; mediating differences between youth; adding, subtracting, multiplying and dividing whole numbers; reading.

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.

LICENSURE OR CERTIFICATION REQUIREMENTS

CPR; First Aide Certification; State Motor Vehicle Operator's License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_