



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Assessment Specialist

**Department:** Intervention

**Posting Issued:** July 27, 2023

**Posting Closing:** Until Filled

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

**Job Type:** Full-time

**Salary:** \$21.73/hr.

**Shift:** 2<sup>nd</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

Conducts Administrative Hearings with alleged delinquent and unruly juveniles and makes recommendations for dispositions of unofficial cases. Conducts social history, risk assessments and other evaluative screenings of official cases and makes recommendations to the Court for dispositions. Employee may be assigned to work morning, afternoon, evenings and/or weekends due to 24/7 operation. **The schedule for this specific position is, second shift, 2p-10p with rotating off days.**

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

### QUALIFICATIONS

Bachelor’s Degree in psychology, sociology, or other social science, criminal justice or a related field, with preferred 1 year experience in the juvenile justice system. The ability to pass a criminal background check and a Valid Ohio Driver’s License and car insurance required.

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: Assessment Specialist I**

EMPLOYMENT STATUS:	Full-time	DEPARTMENT:	Intervention Center
WORK SCHEDULE:	40 hours/week	REPORTS TO:	Manager(s)/Director
Requires rotating weekend coverage.	First, Second and Third shifts	PAY GRADE:	A 26

### DISTINGUISHING JOB CHARACTERISTICS

Conducts Administrative Hearings with alleged delinquent and unruly juveniles and makes recommendations for disposition of unofficial cases. Conducts social history and risk assessment of official cases and makes recommendations to the Court for dispositions. Employee will be assigned to work morning, afternoon, evenings and/or weekends due to 24-hour 7-day nature of operation.

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

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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 by the Americans with Disabilities Act, in accordance with its requirements.

Conducts Administrative Hearings, interviews detained youth and family members and completes the Court Investigation Report and the Ohio Youth Assessment System (OYAS). Documents youths' social history, assesses youth and family needs, determines risk level and makes recommendations for treatment, release or other disposition. Submits reports and recommendations to Judges/Magistrates, for dispositional consideration regarding official cases.

Assesses police reports and school referrals on non-detained youth, unruly referrals, and parents' walk-in complaints to determine the appropriate initial case track. Reviews and considers case situation, youth's involvement with the Court and other prior actions taken by the Court. Refers cases for administrative hearings, for prosecutor review, for certification to another county, to social service, mental health, drug rehabilitation and/or other service providers and agencies, to mediation and/or to any other available resources for disposition in the best interest of the child. Completes case tracking form, processes case, and facilitates follow through.

Collaborates with service providers and makes referrals. Interacts with school officials to coordinate services, and other Court agencies to utilize their services and programs.

Processes requests for sealing and expungement of juvenile's records and orders of expungements from other jurisdictions. Sends record inquiry determination of eligibility and processes for approval.

Processes requests for judicial consent hearings submitted by juveniles seeking the option to voluntarily terminate a pregnancy without parental consent. Schedules consent hearings and secures Attorneys and guardians ad litem utilizing computer random appointment selector. Completes paperwork and submits to Judge, Attorney and GAL.

Conducts collection and storage of urine samples for drug testing.

Conducts health screening of emergency foster care youth.

Places youth on Electronic Home Monitoring and conducts certain "case management" functions related to EHM population.

Processes cases involving out-of-state and out-of-county youth. Contacts parents, responsible court and/or children's services officials and coordinates with interstate compact official, including the processing of required forms.

Processes application for parents granting marriage consent to a child. Determines eligibility, and processes paperwork and court entries.

Processes juvenile protection order requests.

Transports youth to and from Intervention Center, home and other locations as directed by the court.

Completes the Daily Admit Form and disseminates it to Court personnel daily via email.

Displays flexibility in scheduling and workload to meet needs of the Intervention Center. Demonstrates ownership of a problem by attempting resolution with individuals involved, is open to feedback, and handles conflict in a professional manner. Promotes a positive work environment through encouragement, consideration, enthusiasm, respect, humor and tact. Displays a calm and organized approach in difficult or stressful situations. Makes good use of time, seeks out and assists with other activities that will support the Court and the Intervention Center when not busy with usual job duties.

### **OTHER DUTIES AND RESPONSIBILITIES**

Cross trained in the duties of the Receiving Specialist and the Case Processing Specialist; will assist Receiving Specialists with requests for detainment, and assumes Receiving Specialist and Case Processing Specialist shift coverage as needed. Confers with Montgomery County Department of Job and Family services, Children's Services Division and/or Caring For Kids staff on Intervention Center referrals.

### **SCOPE OF SUPERVISION**

None

### **EQUIPMENT OPERATED**

Computer; 2-way radio; intercom system; telephone, copier, fax machine, and other general office equipment; electronic home monitoring equipment; video surveillance equipment; electronically secured-doors access panel; Dictaphone.

### **CONTACT WITH OTHERS**

Alleged and adjudicated delinquent and unruly youth; parents, guardians and custodians; law enforcement officers; probation and parole officers; detention staff; Children Services Division Caseworkers; child care and social service agencies; social workers; attorneys; teachers; school attendance officers; counselors; therapists; prosecutors; clerks of court; Magistrates; Judges; co-workers; and the general public.

### **CONFIDENTIAL DATA**

Juvenile social and delinquency/unruly history, personal files and records; medical, psychological

and substance abuse reports; information regarding youth's home and personal life; demographic information; Juvenile Court, Prosecuting Attorney's and Juvenile Court Detention databases; Adult Probation PSIS; law enforcement police reports; DYS information; non-public information contained in personnel records; adult records via DPD, MCSO, and Ohio BCI record checks.

### **WORKING CONDITIONS**

Good working conditions but with exposure to youth in a secured setting.

### **USUAL PHYSICAL DEMANDS**

While performing duties of this job the employee will be required to have unassisted mobility through the department for an entire shift. The employee exhibits digital dexterity in hand-eye coordination while performing typing and other tasks. This position requires computer data entry, typing skills, hand-eye coordination and the filing and processing of documents throughout the Court. Vision demands include close relatively detailed vision when typing and using computer screen. One may be called upon therefore and must be able to maintain visual and auditory surveillance of youth and of the facility and to verbally communicate with other Court personnel, youth in the facility and the public in person, by telephone, and by e-mail.

The employee will be required to have physical contact with persons including the physical restraint of juveniles engaged in violent or turbulent behavior. Must be able to lift, drag, push, or pull at least 25 lbs.

### **EMPLOYEE TRAINING & DEVELOPMENT**

Intervention Center employees must be physically capable of taking and qualifying in unarmed self-defense training bi-annually. Employees are also required to obtain and maintain certification in C.P.R. & first aid training.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Juvenile Court process, policy and procedure; Intervention Center operations, policy and standards; community based service providers; criminal justice system; relevant sections of the Ohio statutes and rules; Montgomery County Juvenile Court databases; case flow process.

**Ability to:** establish and maintain effective work relationships with associates and job contacts; exhibit good organizational skills; maintain confidentiality; deal with hostile and non-compliant family and youth.

**Skill in:** assessment interviewing; determining youth and family needs, written and verbal communication; operation of a computer; application of job software programs.

### **QUALIFICATIONS**

Bachelors Degree in psychology, sociology, or other social science, criminal justice or a related field, preferred 1 year experience in the juvenile justice system.

Ability to pass a criminal background check.

Must be familiar with Microsoft Office Products.

Must have an operable telephone number with voice mail or an answering machine.

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**

Valid Ohio Driver's License and proof of automobile insurance

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