



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Receiving Specialist

**Department:** Intervention

**Posting Issued:** January 26, 2024

**Posting Closing:** Until Filled

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

**Job Type:** Full-time

**Salary:** \$21.16/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**

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 2pm-10pm, 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**

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

**CLASSIFICATION TITLE:** Receiving Specialist

<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>REPORTS TO</b>	Manager(s)/Director
<b>WORK SCHEDULE</b>	2pm-10pm w/rotating off days	<b>DEPARTMENT</b>	Intervention
<b>PAY GRADE</b>	A13		

**DISTINGUISHING JOB CHARACTERISTICS**

Performs multiple tasks related to the admission, maintenance and release of youths to and from the Intervention Center [IC] and/or Detention; monitors IC security system and controls access to secure areas of the Intervention Center. 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.

Screens requests from local law enforcement and others for admission to the IC’s secure area and assists with the appropriate court response including intervention, detention and electronic home monitoring, release to emergency foster care, and release to parent/legal guardian.

Performs a pat down search of all youth entering the secure side of the department; Secures and observes youth in individual holding rooms and the Receiving area, including all youth being interviewed by IC staff, and Caring For Kids; maintains constant safety and security of the Receiving area, which may include physical restraint.

Creates records of admittance and processes youths into the Center. Conducts a basic medical questionnaire on all youths entering the IC secure side.

Inventories juvenile’s personal possessions and stores non-clothing items from youth in accordance with policy, and returns same to youth, parent, guardian or probation/parole officer as appropriate. All property of detained youth is forwarded to Detention staff.

Conducts AOD Screenings, which is seen by providers to help determine possible drug use and/or emotional issues currently presenting in the child, by agencies including Caring For Kids and Children Services Division (CSD).

Accesses Court's computerized management information system to respond to inquiries from law enforcement agencies, satellite courts, social service agencies and other authorized persons, to initiate processing of mail-in cases and update system for IC admission cases.

Operates electronic panel to control access to both the secure and non-secure sections of the IC.

Verifies identification of parents/legal guardians who are picking up youths being released by the IC.

Secures emergency foster care placement.

Greets visitors and directs to appropriate party or location. Answers telephone, takes messages, and directs calls. Provides routine information to inquiries. Contacts families telephonically to confirm appearance at scheduled Initial Adjudicatory Hearings and Detention Hearings.

Completes and files daily IC admissions and releases, all on a 24/7/365 basis. This is carried out electronically as well as by hard copy documents. Distributes said daily reports court wide, including the prosecutor's office, CSD, the Sheriff's office, etc.

Determines if youth are appropriate and qualified for release on Electronic Home Monitoring [EHM]. Reviews EHM contract with youth and guardian. Physically secures and/or removes ankle bracelet on youth and instructs him/her on operation of the unit and restrictions.

Monitors youth on EHM 24/7/365, including telephonic contact with the monitoring provider. Tracks youth's activities, takes requests for schedule changes and alerts staff and law enforcement agencies when an alarm is given on a youth.

Monitors urinalysis to obtain controlled urine samples as required by the Court.

Inputs demographic information regarding detained youth, EHM data and other information into computer files.

Maintains statistics reflecting information pertaining to youth brought into the Center.

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

### **OTHER DUTIES AND RESPONSIBILITIES**

This position works a schedule that includes rotating days off and may include overtime.

### **SCOPE OF SUPERVISION**

None

### **EQUIPMENT OPERATED**

Computer; control panel; video surveillance equipment; electronically secured-doors access panel; 2-way radio; EHM equipment; intercom system; restraint devices; vehicle, telephone; copier; fax machine; and other general office equipment.

### **CONTACT WITH OTHERS**

Alleged and adjudicated delinquent and unruly youth; parents, guardians and custodians; law enforcement officers; probation and parole officers; detention staff; CSD caseworkers; child care and social service agencies; social workers; attorneys; teachers; school attendance officers; counselors; therapists; assistant prosecuting attorneys; 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; CSD information; Adult Probation PSIS; law enforcement police reports; DYS information; non-public information contained in personnel records; adult records via DPD, MCSO, and Ohio BCI & I record checks.

### **WORKING CONDITIONS**

Good working conditions but with direct exposure to juvenile offenders upon arrival at the IC and to youth in a secure 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 pounds.

## **EMPLOYEE TRAINING & DEVELOPMENT**

Intervention Center employees must be physically capable of taking and qualifying in unarmed self-defense training biannually. 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; IC 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:** speak effectively before groups; maintain good public relations as a Court representative; establish and maintain effective work relationships with associates and job contacts; exhibit good organizational skills; maintain confidentiality; accept management direction and criticism professionally and maturely; work as part of a team.

**Skill in:** oral and written communication; operation of a computer; application of job software programs

## **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.

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

Ability to pass a 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**

Valid State of Ohio Motor Vehicle License and proof of Automobile Insurance

This job description in no matter 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:** \_\_\_\_\_