



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Court Service Officer

Department: Probation

Posting Closing: May 17th, 2024

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$21.16/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

Serves summons, make secured/non-secure transports of youth, Provide Department trainings, track data and maintain vehicle logs.

Subject Control/Use of Force certified

Liaison of Department Youth Services

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

QUALIFICATIONS

High School diploma or GED with the ability to learn and follow security and service procedures following employment. Clean driving record.

Employee must be trained in Unarmed Self-Defense Training and Restraint Training.

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

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Court Service Officer
--

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Probation Services	REPORTS TO	Probation Manager
PAY GRADE	A13	WORK SCHEDULE	40 hours per week

DISTINGUISHING JOB CHARACTERISTICS

Serves summons, make secured/non-secure transports of youth, Provide Department trainings, track data and maintain vehicle logs.

Subject Control/Use of Force certified

Liaison of Department Youth Services

“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.

Develop and maintain effective, collaborative, and professional relationships with internal and external clientele of the Court in the performance of day-to-day operations

Employ excellent organizational, time management, and customer service skills.

Delivers summons by personal service. Maintains record of summons served reflecting date received, served and returned, case number and other required information.

Documentation in the Juvenile Court System (JCS)

Transporting of youth securely from surrounding county detention centers to and from Montgomery County detention center. Transports youth to DYS, hospitals, clinics, airports and other locations. Follows all security precautions when transporting a youth.

ODYS Liaison performs the essential function of maintaining an open communication and cooperation between the state and the county. The Liaison will review paperwork regarding felony cases to ensure all required documentation is present, completed, and accurate for indexing.

Provide Department training on Use of Force/Restraint, transport of secure and non-secure

Provide customer service to all clients and Security of Department daily

Conduct non-secure transportation of youth and supplies as warranted

OTHER DUTIES AND RESPONSIBILITIES

ROCA and Motivational Interviewing certificate (EVB)

Maintain statistical data of transports, DYS commitments

Interstate/Intrastate Liaison for the Department

Assist staff with arresting youth when warranted

Maintains County vehicle logs

Prepares monthly reports on transports and summons

Assumes supervisor's responsibilities in his/her absence

SCOPE OF SUPERVISION

Responsible of youth in custody during transport

EQUIPMENT OPERATED

Mobile phone; computer; restraining devices such as handcuffs, waist chains, and leg shackles, zip ties; motor vehicle.

CONTACTS WITH OTHERS

Court Personal, Judicial Officers/Judges, DYS representatives; law enforcement officials; probationers; parolees; parents/guardians.

CONFIDENTIAL DATA

Court summons, Juvenile records, Juvenile Court System
Obtains, reviews and provides required documentation to facilities of transport

WORKING CONDITIONS

Good working conditions when working in the office. Occasional exposure to possible inclement weather conditions. Frequent exposure to juveniles during transport and hostile persons when serving summons.

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 frequently sits for extended periods of time in a vehicle while transporting youths and serving court documents. The employee frequently enters into and out of vehicle, and stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision using a computer screen. Converses with the public and other individuals that may concern details about youth.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: legal document service procedure and process; transportation security procedures; use of handcuffs, shackles and other security equipment.

Ability to: get along and communicate with people of variety of socio-economic status; exercise sound judgement in maintaining security; deal effectively with possibly hostile persons; follow written instructions.

Skill in: first aid and CPR; reading and interpreting road maps; reading; operating a motor vehicle.

QUALIFICATIONS

High School diploma or GED with the ability to learn and follow security and service procedures following employment. Clean driving record.

Employee must be trained in Unarmed Self-Defense Training and Restraint Training.

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

State Motor Vehicle Operator's License; First Aid and CPR certification.

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

Employee Signature: _____

Date: _____

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.