



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Quality Control Coordinator

**Department:** Intervention

**Posting Closing:** Until Filled

**Position Location:** 380 W. 2<sup>nd</sup> St Dayton, OH 45422

**Job Type:** Full-time

**Salary:** \$27.31/hr

**Shift:** Varied First Shift Hours (rotating days off)

### BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

### DISTINGUISHING JOB CHARACTERISTICS

Receives and reviews all new delinquency and unruly referrals made by outside agencies. Monitors case flow while focusing on department organization and performing efficient case tracking. Assists the supervision team with updating department policies and procedures, and the training of new employees.

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

### QUALIFICATIONS

Bachelors Degree in psychology, sociology, or other social science, criminal justice or a related field, preferred 2 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.

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](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

# POSITION DESCRIPTION

## Montgomery County Common Pleas Court

### Juvenile Division

CLASSIFICATION TITLE: **Quality Control Coordinator**

<b>FLSA STATUS</b>	Non-Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>DEPARTMENT</b>	Intervention Center	<b>REPORTS TO</b>	Manager(s)/ Director
<b>PAY GRADE</b>	A24	<b>WORK SCHEDULE</b>	40 hours per week
<b>CIVIL SERVICE STATUS</b>	Unclassified		

### **DISTINGUISHING JOB CHARACTERISTICS**

Receives and reviews all new delinquency and unruly referrals made by outside agencies. Monitors case flow while focusing on department organization and performing efficient case tracking. Assists the supervision team with updating department policies and procedures, and the training of new employees.

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

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Monitors and tracks unofficial referrals to the Dayton Mediation Center, and the Assistant Prosecuting Attorney’s (APA) office. Follows up with return dispositions from the Dayton Mediation Center, and works with the Case Processing Specialist team on cases sent to the APA.

Works with the department supervisors to review and schedule the Administrative Hearing dockets.

Ensures Marsy’s Law statutes are being followed for all cases with an identified victim.

Forwards all felony and official referrals to the Assistant Prosecuting Attorney for review.

Provides feedback to staff and ensures that staff maintain structured case management and flow.

Assists the supervision team with the development and updating of department policies and procedures.

Assist with training of new staff, and assumes training role when personnel is absent.

Acts as the departments certified CPR training instructor. Conducts CPR trainings for Intervention Center staff, and maintains training records.

Serves as a liaison for police record departments and local Satellite Courts.

Aids secure side staff and assumes the role of an Assessment or Receiving Specialist during busy times.

Speaks with clients that are not satisfied with the department’s efforts and investigates such claims.

### **OTHER DUTIES AND RESPONSIBILITIES**

Cross trained in the duties of the Assessment Specialist, 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.

### **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. Possibility of exposure to hepatitis and blood borne disease from contacts with juveniles and urinalysis samples. Possible exposure to risk of injury from physical assault.

### **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 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:** functionally supervise others as a lead worker; make fair, impartial and effective judgments and determinations; deal effectively with hostile, agitated and frustrated families, youth and staff; work and speak effectively with diverse groups, provide conflict intervention; establish and maintain confidentiality or confidential and sensitive information; apply leadership principles to practical work situations; maintain good public relations as a Court representative; establish and maintain effective work relationships with associates and job contacts; perform under stress when confronted with emergency, critical, unusual or dangerous situations; exhibit good organizational skills

**Skill in:** leadership; time management, organization; assessment interviewing; active and reflective listening; crisis mediation; determining youth and family needs; writing and verbal communication; preparing written reports; collecting and compiling youth histories and other documentation; 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 2 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:** \_\_\_\_\_