



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Case Processing Specialist

Department: Intervention

Posting Closing: Until Filled

Position Location: 380 W.2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$20.55/hr

Shift: 2nd

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

Performs general clerical duties related to the preparation and processing of complaints and case files.

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

QUALIFICATIONS

High school diploma, GED or equivalent with coursework or experience in general office practices, including typing and word-processing. Must be able to type 40 wpm.

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.

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: Case Processing Specialist

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
CIVIL SERVICE STATUS	Unclassified	REPORTS TO	Manager(s)/Director
WORK SCHEDULE	40 hours per week	DEPARTMENT	Intervention
PAY GRADE	A8		

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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.

Performs general clerical duties related to the preparation and processing of complaints and case files. Processes and notarizes/affirms delinquency and unruly complaints presented by Prosecutor’s Office, law enforcement agencies, school representatives, and Assessment Specialists. Inputs data regarding a youth’s charge(s) and demographics into the Juvenile Court System. Creates the official file, generates the correct paperwork, and inserts appropriate paperwork for each youth into file folders. Dockets case on Judge/Magistrate’s calendars and routes cases to the appropriate designation.

Processes all delinquency and unruly mail-in referrals in the Juvenile Court System from various law enforcement and other community agencies. Generates correspondence to parent(s)/guardian(s) of youth, complainants for Administrative Hearings scheduled and referrals for services. Compiles and mails out the Victim Impact Statement as applicable. Prepares computer entries for sealing of records, certifications, abortion consent, marriage consents and other cases. Types Intervention Center procedures and miscellaneous memorandums and documents as requested by Administration and/or Assessment Specialists. Types Violation of Court Orders for Electronic Home Monitoring Program and enters same into the system.

Answers telephone calls from general public, parents, law enforcement agencies, and other court staff. Routes calls, provides routine information to inquiries and takes messages.

Copies documents to prepare cases for mediation and to provide clerical support for case file processing function.

OTHER DUTIES AND RESPONSIBILITIES

Order supplies

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer; printer; stamp machine; typewriter, telephone, fax machine, copier, and other general office equipment; transcriber, electronic doors and control panel; security cameras; 2-way radios; intercom system.

CONTACTS WITH OTHERS

Alleged and adjudicated delinquent and unruly youth; parents, guardians and custodians; law enforcement officers; probation and parole officers; detention staff; Children's Services Workers; 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 detained youths in a secure setting.

USUAL PHYSICAL DEMANDS

While performing duties of this job, the employee will be required to have unassisted mobility throughout 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.

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 processes; general office practices and procedures; general legal terminology; English word usage, spelling, sentence structure and punctuation.

Ability to: apply standard clerical procedures to Court process; maintain confidentiality of confidential and sensitive subject matter; work independently; exhibit a pleasant telephone manner; answer routine inquiries; establish and maintain effective work relationships with associates and job contacts.

Skill in: operation of IBM clone computer; application of job related software programs i.e. Microsoft Word; routine typing; word-processing; data entry; filing documents in alphabetical, numerical and subject order; oral and written communication; operating general office equipment.

QUALIFICATIONS

High school diploma, GED or equivalent with coursework or experience in general office practices, including typing and word-processing. Must be able to type 40 wpm.

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

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LICENSURE OR CERTIFICATION REQUIREMENTS

A 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: _____