



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Court Services Officer

Department: CAS

Posting Closing: Until Filled

Position Location: 333 Access Rd New Lebanon, OH 45345

Job Type: Full-time

Salary: \$21.69/hr

Shift: 1st; 8am-4pm M-F

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

Transports youths to and from appointments and activities in the community outside of the facility.

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

QUALIFICATIONS

High School diploma or GED with current Ohio driver's license. Ability to learn and follow security procedures. Experience with at risk youth and a clean driving record.

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:	Court Service Officer
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FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	CAS	REPORTS TO	CAS Director
PAY GRADE	A9	WORK SCHEDULE	40 hours per week

DISTINGUISHING JOB CHARACTERISTICS

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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.

Transports residents of CAS and other departments throughout the Juvenile Court to and from hospitals, clinics, health provider offices, schools and other locations as needed.

Maintain a continuous log of trips made and youths involved in each trip.

Completes all release and transport paperwork as required by ODYS and various treatment providers

Follow all safety and security policies and procedures at all times during transports.

Good attendance is an essential job function.

OTHER DUTIES AND RESPONSIBILITIES

Maintain regular communication with the Operations Manager regarding the condition and maintenance needs of CAS vehicles, court vehicles and other vehicles that may be used.

Deliver and pick up vehicles that require service and maintenance.

Organize and coordinate calendar for all court appointments, transports and CAS vehicle usage.

Assist Facility Support staff in completing community services hours with youth.

Assist facility with various tasks which includes but is not limited to fire extinguisher inspections, maintains radio inventory to include service and repairs as needed, key replacement and replacing supplies in the unit supply boxes.

Assist facility Youth Specialist with support duties as needs arise.

Assist with coordinating and managing the facility behavior management and commissary system.

Assist CAS employees with daily activities as needed and as requested by the Director.

Other related duties as assigned.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Portable walkie-talkie radio; cellular telephone; restraining devices such as handcuffs, waist chains and leg shackles; motor vehicles, including a standard car and a 12-15 seat van.

CONTACTS WITH OTHERS

School, hospital, medical and other staff and personnel in the community; law enforcement officers; probationers; parents/guardians.

CONFIDENTIAL DATA

Maintains confidentiality and complies with all applicable laws and policies. Maintains confidentiality standards when accessing and possessing Court, medical and education records

WORKING CONDITIONS

Good working conditions when working in the facility. Exposure to inclement weather conditions is likely. Exposure to male and female juveniles during transports.

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 normally sits for extended periods of time while driving and performing administrative duties. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear normal conversations. The employee may sit in and operate a vehicle for variable periods of time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: transportation security procedures; use of handcuffs, shackles and other security equipment, restraint procedures, radio/communication equipment, incident reporting and documentation standards, knowledgeable in safe vehicle operations, route planning, and vehicle inspection.

Skills: Skilled in safe transportation of juveniles, including use of approved restraints and search procedures, knowledgeable in emergency response protocols and incident management during transport.

Abilities: Ability to safely escort youth in and out of secure vehicles and buildings, able to work independently and as a part of a team in high-accountability environments, ability to build rapport, and interact respectfully with justice-involved youth,.

QUALIFICATIONS

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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

MUST HAVE A VALID OHIO DRIVER'S LICENSE; First Aid and CPR certification; complete certified non-physical intervention training.

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: _____