



Montgomery County Common Pleas Court

Juvenile Division

380 West Second Street
Dayton, Ohio 45422-4240
Area Code (937) 225-5072
Fax (937) 224-3990

NOTICE OF VACANCY: CASE MANAGEMENT SPECIALIST I – FRONT DESK

Notice Issued November 3, 2009

Posting Period November 3, 2009 – November 6, 2009

Department Court Administration

DISTINGUISHING JOB CHARACTERISTICS

Performs variety of administrative and clerical tasks to prepare for, and maintain Court dockets on a weekly basis. Accesses information from walk-ins and scheduled clients, verifies their hearing date and time in the JCS Reception database, informs Intervention, Crisis Care and Fingerprinting of their clients checking in. Directs persons to Detention, Intervention, Magistrates, Judges, Start Right and Prosecutor's Office. Screens incoming phone calls.

QUALIFICATIONS

High School Degree, GED or equivalent with coursework in office practices, including training in clerical or administrative work in a judicial system. Two years related work experience. Familiar with Microsoft Office products. 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.

Position Location 380 W. Second St.

Salary: \$12.16 hourly

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may submit application or resume with cover letter, Attention:
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

AN EQUAL OPPORTUNITY EMPLOYER