

# Medina County Common Pleas Court

## PROBATE AND JUVENILE DIVISIONS

93 PUBLIC SQUARE, Room 104, MEDINA, OHIO 44256

**Kevin W. Dunn**  
Judge

### **ANNOUNCEMENT:** **MEDINA COUNTY JUVENILE COURT**

Position Open: **Intake/Compliance Officer - Full-time**

Responsibilities include but are not limited to: interviewing youth and preparing reports on personal, social, educational, financial, vocational, health and/or prior criminal history of first time offenders; maintaining chronological records of all direct and indirect contact; writing and presenting reports to court personnel; attendance at court hearings to make recommendations; monitoring cases for compliance; conducting on-site drug screens; communicating with schools, community agencies and parents on the Court's behalf.

The successful candidate will have the following skills: Excellent verbal and written communication skills; ability to interact successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone; Excellent organizational skills; ability to multi-task; working knowledge of Microsoft Office programs especially Word, Excel, and Access; advanced knowledge in the areas of juvenile interviewing, counseling and behavior modification techniques.

Qualifications: Preferred Bachelor's Degree in criminal justice, psychology, sociology or a related field; professional level experience in related field of work; knowledge of policies, procedures and regulations of the juvenile justice system; valid driver's license; physically able to perform all job-related responsibilities.

Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.  
Starting Salary: \$33,500/year with county benefits.  
E.O.E.

Email resumes to: Sharon M. Danko, Court Administrator at [sdanko@medinaco.org](mailto:sdanko@medinaco.org)

**No phone calls or walk-ins please.**

Deadline to apply is **Friday, April 21, 2017** at 4:30 pm

PROBATE COURT: 330-725-9703 FAX: 330-725-9119  
JUVENILE COURT: 330-725-9709 FAX: 330-725-9173