



THE MAHONING COUNTY COURT OF COMMON PLEAS JUVENILE COURT DIVISION

HONORABLE JUDGE THERESA DELLICK, PRESIDING

DIANE HEPHNER, BAILIFF

LISA MASTORIS
CHIEF DEPUTY CLERK

WES SKEELS
COURT ADMINISTRATOR

RON CHAMBERS
JUSTICE CENTER ADMINISTRATOR

JOB CLASSIFICATION: Group Leader (Male) 3 pm – 11pm

JOB LOCATION: Martin P. Joyce Juvenile Justice Center
300 E. Scott Street, Youngstown, Ohio 44505
(Mahoning County)

Department: Justice Center

Title of Immediate Supervisor: Justice Center Supervisor

This is a Full time position (may include promotion and/or transfer).

General Job Summary:

Responsible for the safety and security of students and staff. Conduct checks every 15 minutes to monitor behaviors, health / emotional needs of students, and direct behaviors. Expected to follow all policies and procedures of the Justice Center; complete all required paperwork in a neat and professional manner; supervise movement in the Justice Center, supervise school and all daily activities, and conduct room searches to help assure safety. May have to perform some maintenance tasks such as basic unit clean-up and laundry. May have to assist with the transportation of students to appointments outside the Justice Center and court hearings.

May be required to act as an Admissions Officer. Responsibilities include: serve as liaison with law enforcement agencies; communicate with Justice Center Supervisor to determine if a student can be admitted; key control; answering inquiries from the public; controlling traffic flow in and out of the Justice Center; monitor visitation; direct staff during evacuation of the building; monitor all radio communications; verify population counts; conduct computer entry of data on new admissions and releases; maintain files on all students. Communicate effectively with a diverse population.

Minimum Qualifications:

- College degree; minimum of an associate degree preferred.
- Six months experience working with at-risk youth.
- A valid Ohio driver's license and an acceptable driving record.
- Never convicted of a felony offense, DUI, or domestic violence related offense.

-Or equivalent of Minimum Class Qualifications for employment noted above.

Unusual Working Conditions:

Must be able to stand for four hours or more; lift 50 lbs.; drag 150 lbs. for 50 feet; run up and down four flights of stairs; and jump over three foot furniture. Perform physical activities necessary to protect oneself and others

Work shift, weekends, and holidays; may be exposed to communicable diseases, exposed to unpredictable behavior and youth that are hostile and sometimes dangerous. On rare occasions may have to work mandatory overtime. Due to the safety and security of students and staff, an employee can also be mandated to another shift in the event of a staff shortage on a temporary basis.

MAHONING COUNTY JUVENILE COURT
AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H



THE MAHONING COUNTY COURT OF COMMON PLEAS JUVENILE COURT DIVISION

HONORABLE JUDGE THERESA DELLICK, PRESIDING

DIANE HEPHNER, BAILIFF

LISA MASTORIS
CHIEF DEPUTY CLERK

WES SKEELS
COURT ADMINISTRATOR

RON CHAMBERS
JUSTICE CENTER ADMINISTRATOR

The final applicant selected for this position will be required to submit to drug test, Wonscore, and criminal background check.

DEADLINE: Applications must be submitted no later than March 31, 2021

Resumes and applications will be accepted at the following:

Mahoning County Juvenile Court
300 E Scott Street, Youngstown, Ohio 44505
Attention: Tracey Lugiewicz
Or
tlugiewicz@mahoningcountyoh.gov