

**CLARK COUNTY COMMON PLEAS COURT
DOMESTIC RELATIONS DIVISION
JUVENILE SECTION**

101 E. Columbia Street
Springfield, OH 45502-1194
Telephone (937) 521-1600
Fax (937) 521-3200



Judge
Katrine M. Lancaster
Magistrate
Brandin D. Marlow
Nichol R. Smith
Administrator
Nichol R. Smith

Notice of Opportunity

JOB TITLE: Intake Officer

REPORTS TO: Director of Court Services

STATUS: FLSA NON-EXEMPT

HOURS: 76 hours bi-weekly as assigned

SALARY: \$21.05/ hour (\$41,600.00 annually)

RESPONSIBILITIES: This officer is responsible for meeting with youth and families pre and post adjudication on unruly, misdemeanors, and felony offenses. This officer will prepare reports and recommendations for families, as well as, present dispositional recommendations in Court. Also responsible for administering various assessments and preparing recommendations based on those assessments and interviews. Knowledge of social agencies, mental health and/or chemical dependency concerns, and working knowledge of local school systems are recommended. This officer may be responsible for conducting home and school visits, and other collateral contacts. May also be required to work outside of normal business hours and some evenings.

NOTE: This is an unclassified position serving at the pleasure of the appointing authority under the provisions of 2151.13 Ohio Revised Code.

INSTRUCTIONS: Applicants interested in the position are to submit a resume, employment application and letter of interest to Nichol Smith, Court Administrator, Clark County Juvenile Court, 101 E. Columbia St., Springfield, Ohio 45502 or email smithn@clarkohiojuvcourt.us This position will be open until filled

Questions may be directed to Nichol Smith at (937)521-1608. Applications can be obtained online at <https://www.clarkcountyohio.gov/DocumentCenter/View/6164/Application-CCO?bidid>

TYPICAL TASKS:

- Reviews information obtained about a youth and their family and determines appropriate dispositional recommendations that are designed to protect public safety and rehabilitate the youth.
- Drafts reports in a clear, concise manner.
- Attends court hearings and make recommendations for disposition.
- Interviews youth and families in many settings including detention.

- Conduct home, school, and other visits.
- Make recommended and necessary referrals to outside agencies to better serve families.
- Develop problem resolution strategies
- Effectively react to crisis situations
- Maintain working relationships with peers and community partners.

REQUIREMENTS: Applicants shall have bachelor's degree or education and experience equivalent in a related field, excellent communication and organizational skills. Also required is a valid Ohio driver's license without a record of significant traffic citations.

DESIRED KNOWLEDGE, SKILLS & ABILITIES: Knowledge of court systems and local social agencies is required. Good organizational skills and the ability to interact and problem solve with families, as well as, positive leaderships skills. Must possess good interview skills as well. The ability to develop and follow through on strategies for problem resolution, ability to react effectively in crisis situations, ability to communicate effectively orally and in writing, and the ability to develop and maintain working relationships with residents, parents, agency personnel, members of the public, and employees of other agencies

This job description should not be construed as all-inclusive or a contract of employment. The employer reserves the right to change or assign other duties to this position. This employee is an unclassified employee who serves at the pleasure of and is appointed by the Clark County Juvenile Court Judge under the provisions of 2151.13 of the Ohio Revised Code.

****Applicants needing accommodation for completing application or interview, please contact the Human Resources department at 937.521.2015. Clark County is an Equal Opportunity/ADA Compliance Employer, M/F V/H Clark County does not discriminate on the basis of race, color, national origin, ancestry, sex, genetic information, sexual orientation, religion, age, disability or military status.***

Date: January 2025