

Allen County Court of Common Pleas
Probate & Juvenile Divisions

MEMORANDUM
JOB OPENING

TO: All Interested Applicants

FROM: Danielle Luchini, Human Resources Manager
dluchini@allencountyohio.com

DATE: August 12, 2026

RE: Job Posting: Detention Supervisor (Sergeant)

The Juvenile Division of the Allen County Court of Common Pleas is now accepting applications and/or letters of interest for the position of **Detention Supervisor (Sergeant)**. Current employees may apply for this position via email or letter to the Human Resources Manager which **must** include an updated resume. Non-Employees must submit an employment application which can be downloaded from the web at:

<https://allenohioprobate.com/court-administration/human-resources/employment-opportunities/>

Non-Employee applicants are encouraged to submit an updated resume and post-secondary educational credentials along with their completed application. Non-Employee applicants are required to bring their driver's license, social security card, high school diploma (or equivalent), and DD-214 (if applicable) to their initial interview.

Deadline to Apply: Wednesday, August 19, 2026 by 12:00 PM

Pertinent Information

- **Civil Service Status:** Unclassified
- **FLSA Status:** Non-Exempt (Hourly Based)
- **Department:** 062- Detention/ Treatment Center
- **Appointment Status:**
 - Full Time
- **Schedule:**
 - The payroll work week runs Thursday through the following Wednesday
 - Scheduled hours may vary as job duties and/or organizational needs require.
- **Base Salary:**
 - \$21.00 per hour
 - Current Employees moving from one base salary to another will have their current salary adjusted by the difference between the two bases.
 - This position is paid bi-weekly every other Wednesday.
- **Supervision of Staff:** None
- **Table of Organization:**
 - Direct Supervisor: Director of Detention Services
 - Department Head: Deputy Director of Detention Services
- **See attached job description for essential duties, responsibilities, and qualifications.**