



Lorain County Domestic Relations Court

Job Posting

Classification Title: Control Room Clerk

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Shift Supervisor
Civil Service Status:	Unclassified	Division:	Residential Services
Position Grade:	11	Rate:	\$15.22/hr. (\$31,657.60)
Opening date:	July 8, 2021	Closing date:	Open until Filled

DISTINGUISHING JOB CHARACTERISTICS

Monitors youth behavior and maintains responsibility for security within detention home. Monitors and controls activities and movements within the facility through use of surveillance equipment, electronic door locks, alarms and speaker systems in accordance with established procedures, process and requirements. Alerts staff of security breaches, youth altercations, and other security issues.

BENEFITS OF EMPLOYMENT

- Excellent benefits package that includes comprehensive health, dental, vision, prescription and life insurance policies. Supplemental policies are available for purchase at group rates.
- Thirteen (13) paid holidays, vacation and sick time leave accrual and longevity service pay.
- Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and Deferred Compensation Plans.

WORK HOURS

Full-Time

Schedule To Be Determined

Hours of work may vary due to the needs of the facility.

JOB RELATED REQUIREMENTS:

- Must be 21 years of age. High School diploma or GED required. A 4-year college degree with a major in a Behavioral Science is preferred.
- Ability to read, write, and communicate appropriately with adolescents, professional staff & public.
- Must possess a valid driver's license and proof of insurance. Must be able to drive under County Commissioner's Driver/Vehicle Risk Reduction Program.
- Mandatory drug/alcohol screening.
- Satisfactory criminal history check.

Application may be downloaded at www.loraincounty.com/domesticrelations

Please send completed application to:

Tim Weitzel, Deputy Court Administrator,

Lorain County Justice Center, 225 Court Street, 4th Floor, Elyria, Ohio

or email to: Tim.Weitzel@lcfct.org

LORAIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL MAKE REASONABLE ACCOMMODATIONS TO QUALIFIED APPLICANTS WITH DISABILITIES