



# Lorain County Domestic Relations Court

## Job Posting

### **Classification Title:**

FLSA Status: Non-exempt  
Exemption Type: N/A  
Civil Service Status: Unclassified  
Position Grade: 12  
Opening date: July 15, 2021

### **Attendance Officer**

Employment Status: Full-time  
Reports To: Program Manager  
Division: Probation & Youth Services  
Rate: \$16.53/hr. (\$34,382.40)  
Closing date: Open until Filled

### **DISTINGUISHING JOB CHARACTERISTICS**

Attendance Officers work collectively with contracted schools and the Prosecutor's Office to ensure compliance with state and local truancy laws with the families of children ages 5 through 17 years. The core responsibility of the Attendance Officer is to improve school attendance. *This is a contract-funded position and is not part of the Court's general operating budget. Ongoing funding for this position is dependent upon the continuation of the school contract or external funding resources.*

### **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 – Holidays off  
Monday through Friday - 8:00 am to 4:00 pm

### **JOB RELATED REQUIREMENTS:**

- Must be 21 years of age.
- Bachelor's degree in criminal justice, behavioral science or education field is preferred.
- Experience working with other County/State agencies.
- Ability to work and communicate appropriately with professional staff, adolescents and the public.
- Must possess a valid driver's license and proof of insurance and be able to drive under County Commissioner's Driver/Vehicle Risk Reduction Program.
- Satisfactory criminal history check.

Application may be downloaded at [www.loraincounty.com/domesticrelations](http://www.loraincounty.com/domesticrelations)

Please send completed application to:

Tim Weitzel, Deputy Court Administrator,  
Lorain County Justice Center, 225 Court Street, 4<sup>th</sup> Floor, Elyria, Ohio  
or email to: [Tim.Weitzel@lcfct.org](mailto:Tim.Weitzel@lcfct.org)

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