



Lorain County Domestic Relations Court

Job Posting

Classification Title: Team Leader – Juvenile Clerk

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Chief Deputy Clerk
Position Grade:	10	Rate:	\$14.71/hr. (\$30,596.80)
Opening date:	September 13, 2021	Closing date:	Open until Filled

DISTINGUISHING JOB CHARACTERISTICS

Performs a variety of departmental duties including typing and word processing. Responsible to maintain strong knowledge of departmental procedures and the oversight of Docket Clerks, Legal Services Clerks, and Counter Clerks. Team Leader classification will be an employee with proven experience and knowledge of Juvenile Clerk's Office operations and processes and works with a wide variety of situations and issues demonstrating good judgement and decision-making.

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 – 8:30 am to 4:30 pm

JOB RELATED REQUIREMENTS:

- High School diploma or GED required with one year of experience as a Deputy Clerk with knowledge of Court operations and processes.
- Ability to work and communicate appropriately with professional staff, other employees and the general public.
- Computer literacy and typing ability preferred.
- Spanish speaking ability is a plus.
- Must possess a valid driver's license and proof of insurance.
- 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