



Lorain County Domestic Relations Court

Job Posting

Classification Title: Court Administrator

FLSA Status:	Non-exempt	Employment Status:	Full-time
Exemption Type:	N/A	Reports To:	Administrative Judge
Civil Service Status:	Unclassified	Division:	Administration
Position Grade:	29	Rate:	\$37.88 /hr. (\$78,790.40)
Opening date:	October 6, 2021	Closing date:	October 20, 2021 at 4:00 pm

DISTINGUISHING JOB CHARACTERISTICS

Manages and directs Court operations and staff from an executive management level, and under the administrative direction of three Judges. Manages Court management staff to provide direction in court operations and program functioning. Delegates and coordinates work, plans and implements objectives and organizational goals, and ensures services provided meet quality and regulatory standards. Evaluates, directs and monitors performance of department directors and program heads, and program effectiveness and efficiency.

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

Monday – Friday 8:00 – 4:30 pm

JOB RELATED REQUIREMENTS:

- Advanced degree with a focus in Criminal Justice or related field with 10 or more years of juvenile justice Court work experience, including training and experience in budget management.
- Must possess strong managerial and leadership skills.
- Ability to work and communicate articulately and appropriately with the news media, professional community and the general public
- Mandatory drug/alcohol screening.
- Valid driver's license and proof of insurance. Must be able to drive under the County Commissioner's Driver/Vehicle Risk Reduction Program.
- Satisfactory criminal history check.

Applications* may be found online at www.lcdrc.org, or picked up at the Assignment Commissioners' Office, Lorain County Justice Center, 225 Court Street, 2nd and 4th Floors, Elyria, Ohio 44035

Completed application with resume and letter of interest may be submitted to:

Lisa Swenski, Administrative Judge

Lorain County Justice Center, 225 Court Street, 4th Floor, Elyria, Ohio 44035

*AN INTERVIEW MAY OR MAY NOT BE REQUIRED

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